# **Meeting Minutes**

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| Project 053 - T27 | |
| **Date/Time:** | Apr 24, 2017 10:30AM - 12:30AM |
| **Type:** | First team meeting - orientation |
| **Minute Taker**: | Bill |
| **Attendees:** | Terence, Daniel, Kent, Bill |
| **Regrets:** | N/A |

## ***Notes:***

Our team decided to meet before the first lecture to get to know each member. We exchanged each other’s email and decided to use WhatsApp for team communication.

Daniel Park - daniel51\_1994@hotmail.com

Terence Leung - terence.cy.leung@gmail.com

Kent Huang - kenthuang426@gmail.com

Bill Xue - billxue9141@hotmail.com

For the additional ground rules, the group agreed to the following:

1. Everyone have to respond to WhatsApp messages in a timely manner.
2. Brought up any issues that might affect the completion of project as soon as possible, either personal or project related.
3. Everyone is responsible for punctuality and for informing members if he/she will be late or absent.

We also went through the project catalogue and decided which projects we want to do by voting.

## ***Action Items:***

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| **Owner** | **Description** | **Completion Date** | **Status** |
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