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| ENDING OF DEVELOPMENT PHASE Meeting minutes | |
| Location: | Zoom online meeting |
| Date: | 22nd April 2021 |
| Time: | 1.00 pm |
| Facilitator: | Naveed |

# Agenda Items

1. Clearing doubts and update the risk assessment and project plan.
2. Discussion on the progress of the project.
3. Demonstration.
4. Finalizing the website and presentation

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| Action Items | Owner(s) | Deadline | Status |
| Update the risk assessment | Dewni | 23/04/2021 | In progress |
| Update the project plan | Panuja | 23/04/2021 | In progress |
| Demonstration | Naveed |  | Completed |
| Finalizing the webpage and the presentation | Everyone |  | Completed |
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