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| --- |
| **Group Name** **Meeting Minutes** |

# **Weekly Scrum Meeting Minutes**

# **Meeting No: 1 Week 1**

## 

|  |  |
| --- | --- |
| **Date:** |  |
| **Venue:** |  |
| **Attendees:** |  |
| **Apologies:** |  |
| **Copy To:** | - |

# 

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Issue** | **Discussion** | **Action** | **Member** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |