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| Accent icon | Meeting Minutes |

# Call to order

A meeting of Team B was held at CB5.12 on 28-NOV-2016.

# Attendees

Attendees included Mattsi, Anastasios, Xiao, Qian, Selin, Arya.

# Members not in attendance

# Approval of minutes

* Changes were made to all documents to be more clear and less ambiguous.

# Reports

* Created a single document that explains our system’s architecture and design based on requirement analysis.
* Created tasks on Trello (Sprint 4).
* Created a document for style conventions both for documentation and coding.
* Meeting with Julian Padget to demonstrate our progress so far.

# Unfinished business

* Need to split the Use Cases into user stories and design use cases.
* Need to restructure our document.

# New business

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# Announcements

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| Anastasios Gemtos |  | 28-NOV-2016 |
| Secretary |  | Date of approval |