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| **DATE:** | Monday |
| **TIME:** | 10:30 AM |
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**MEETING MINUTES**

**Call to Order**

* **Meeting to Discuss**

Site project

* **Attendee Names**
* Project lead Andrew and software developer

**MEETING DETAILS**

A meeting takes place between a project lead and a developer. A developer has to create database connections , tables and a database. Project lead wants a generic code from a developer

The developer has to extract data and format data and transfer it into data frames and dimensions

**Reports**Software developer has to report on Monday for –

1. Campaign summary
2. Site project
3. Has to create an excel sheet

**Unfinished Business**They will start their project on monday

**Announcements**

|  |  |
| --- | --- |
| **SECRETARY APPROVAL:** *(Signature & Date)* |  |

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