**Meeting Minutes**

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| --- | --- | --- | --- |
| **Subject** |  | **Date** |  |
| **Facilitator** |  | **Time** |  |
| **Location** |  | **Scribe** | Mason |
| **Attendees** | Mason, Ives, Jacob, Cullen | | |
|  |  | | |

| Key Points Discussed | | |
| --- | --- | --- |
| No. | Topic | **Highlights** |
| 1. | Presentation | Finished creating the presentation |
| 2. | Write up | Finished creating the write up |
| 3. | Dijkstra’s | Called and tested the algorithm |
| 4. | Extra features | Added ease of use features |
| 5. |  |  |
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| Action Plan | | | |
| --- | --- | --- | --- |
| No. | Action Item(s) | **Owner** | **Target Date** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
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