**Meeting Agenda Template**

**Group 13**

**Meeting Agenda**

**Type Meeting Title Here**

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**Signed BY**

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**Approved BY**

**Additional Notes:**

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| --- | --- | --- | --- | --- |
| Meeting Time | | | 12:30-13:00 | |
| Date of Meeting | | | 13/01/2023 | |
| Number of Attendees | | | 4 | |
| Documents to Bring and read | | | Automation scripts, Documentation | |
| Short Details of Teleconference | | | Final questions and feedback | |
| Intention of Meeting | | | Weekly Meeting | |
| Agenda Prepared By | | | Mihai | |
| **Agenda:** | | | | |
| **No:** | **Time to Each Topic** | **Description of Each Agenda Item** | | **Name of Presenter** |
| 1 | 10 | Documentation and presentation feedback | | Mihai |
| 2 | 5 | Groupwork asiggnments (Kubernetes,CI/CD) | | Mihai |
| 3 | 10 | Automation scripts feedback | | Jorn & Mihai |
| 4 | 5 | Azure/backup project work | | Soufiane |
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