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| Location: | LTB Building Monash |
| Date: | Tuesday 10 March |
| Time: | 12pm – 4pm |
| Attendees: | Shawn, Jason, Terence |

# Previous Meeting Minutes Summary

# Group concluded to pursue X instead of Y

# Time schedule altered to enable more focus on completing X

# Summary XXX

# Summary XXX

# Agenda items

1. Agenda 1
2. Agenda 2
3. Agenda 3
4. Agenda 4
5. Agenda 5

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| **Action items** | **Owner** | **Deadline** | **Status** |
| Item 1 | Name X | Date X | In Progress |
| Item 2 | Name X | Date X | Compete |
| Item 3 | Name X | Date X | X |
| Item 4 | Name X | Date X | X |
| Item 5 | Name X | Date X | X |