# Meeting Agenda and Minutes

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| Meeting # | 24 | Date | 25 Sep 2024 |
| Chair | N/A | Time | 5:30 PM – 5:50 PM |
| Minutes Prepared By | Joel Qian | Location | B. J. M. Library Room7 |
| Attendees | Zhanerken Azimbayev  Allen Ji  Qianqian Li  Ankita Narvekar  Joel Qian  Siting Xiang  Siyuan Zhou | | |

Agenda

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| Item | Description |
| 1 | Recap the meeting with the facilitator. |

Minutes

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| Item | Description |
| 1 | Team members showed their progress during last week. |
| 2 | Allen wants us to submit a team contribution table. |

Actions to Take After Meeting

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| Item | Person | Description |
| 1 | All team members | Review and submit a personal contribution table. |

Next Meeting

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| --- | --- | --- | --- | --- | --- | --- |
| Date | 30 Sep 2024 | | Time | 5:30 PM – 7 PM | Location | B. J. M. Library Room7 |
| Agenda | 1 | Show the progress to Allen. | | | | |