# Meeting Agenda and Minutes

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| Meeting # | 29 | Date | 16 Oct 2024 |
| Chair | N/A | Time | 6:30 PM – 6:50 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 | Show the last week’s progress. |

Minutes

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| Item | Description |
| 1 | Team members showed their progress during last week. |
| 2 | Allen described the deliverable 3 requirements. |

Actions to Take After Meeting

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| Item | Person | Description |
| 1 | All team members | Continue working on the project and deliverable 3. |

Next Meeting

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| Date | 16 Oct 2024 | | Time | 6:50 PM – 7:20 PM | Location | Teams |
| Agenda | 1 | Divide the work for this week. | | | | |