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| **[Group name] meeting minutes**   |  |  | | --- | --- | | Location: | ASU Slack, Zoom | | Date: | 1/24/21 | | Time: | 30 min | | Attendees: | Austin Derbique, Ryan Schmidt, Kirtus Leyba |   Agenda items   1. List out all agenda item in this meeting, and record each team member’s contribution during the group discussion. Generate action plan at end of each meeting. 2. [Agenda item] 3. [Agenda item]  |  |  |  |  | | --- | --- | --- | --- | | Action items | Owner(s) | Deadline | Status | | Read 3-4 Papers each | All | 1/27/21 | Complete | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |