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| **[PGBGP] meeting minutes**   |  |  | | --- | --- | | Location: | ASU Slack, Zoom | | Date: | 1/26/21 | | Time: | 35 min | | Attendees: | Austin Derbique, Ryan Schmidt, Kirtus Leyba |   Agenda items   1. Discuss with Professor our project 2. Meet as a group to discuss project steps/tasks 3. Discuss how to divy up work to meet proposal deadline  |  |  |  |  | | --- | --- | --- | --- | | Action items | Owner(s) | Deadline | Status | | Pick a paper to focus on, decide what’s right for project | All | 1/27/21 | Complete | | Create Overleaf Document | Kirtus | 1/27/21 | Complete | | Create Skeleton | Austin | 1/29/21 | Complete | | Write Abstract | Kirtus | 1/29/21 | Complete | | Write about Models | Austin | 1/29/21 | Complete | | Write tasks | Ryan | 1/29/21 | Complete | |