# **MEETING MINUTES - Group 8**

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| **Date of Meeting:** <26/03/2021> | **Location:** Zoom **Chair:** Fan Zhang |
| **Minutes Prepared By:** Fan Zhang | |
| **1. Purpose of Meeting** | |

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| **2. Attendance at Meeting** |
| Fan Zhang -a1738078  Siqi Sun -a1752383  David Wu- a1737845  Tianlei Qi -a1702131 |
| **3. Meeting Agenda** |

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| **4. Meeting Notes, Decisions, Issues** |

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| **5. Action Items** | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
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| **5. Next meeting time 30/03/2021** |