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| ***Meeting/Project Name:*** |  | | | | |
| ***Date of Meeting:*** |  | ***Time: (Type)*** | | 2 hours (Face-to-face) | |
| ***Meeting Called by:*** |  | ***Location:*** | | FPT University’s 501R | |
| ***Note Taker:*** |  | ***Time Keeper:*** | |  | |
| 1. **Meeting Objective**  * Choose names, ideas for project  1. **Attendance** | | | | | |
| ***Name*** | ***Roles*** | | ***E-mail*** | | ***Phone*** |
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| 1. **Content**  * Choose names, ideas for project  1. **Note** | | | | | |