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| --- | --- | --- | --- |
| **Meeting/Project Name:** | Tetragon | | |
| **Date of Meeting:**  **(MM/DD/YYYY)** | 10/09/2020 | **Time:** | 2:00-3:00 pm |
| **Meeting Facilitator:** |  | **Location:** | Google Meet |

# Meeting Minutes

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| **1.Meeting Object** |
| Introduce to the group members’ |

|  |  |  |
| --- | --- | --- |
| **2.Attendees** | | |
| **Name** | **Project Role** | **Email** |
|  | Analyst |  |
|  | Developer |  |
|  | Testing |  |
|  | Designer & Scrum Master |  |

|  |  |
| --- | --- |
| **3.Meeting Agenda** | |
| **Topic** | **Time** |
| Choose the name of team name and inform to Sir in mail | 2:00-3:00 pm |
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| **4. Pre-work/preparation (documents/handouts to bring, reading material, etc.)** | | |
| **Discussion** | **Decision** | **Action to Taken** |
| Choosing group name | Team Tetragon | yes |
| Choosing group roles | Choosing four roles | yes |
| Assignment | Reading the assignment and trying to understand | See the pdf file of the assignment and watching class videos |
| CMS | Research about CMS what is saying in | See the pdf file of the assignment and watching class videos |

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| **5.Next Meeting** | | | | | | |
| **Date:**  **(MM/DD/YYYY)** | | 15/09/2020 | **Time:** | 4:00-5:00 pm | **Location:** | Messenger |
| **Objective:** |  | | | | | |