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| **Meeting/Project Name:** | Tetragon | | |
| **Date of Meeting:**  **(MM/DD/YYYY)** | 24/09/2020 | **Time:** | 12:40-1:00 am |
| **Meeting Facilitator:** |  | **Location:** | Messenger |

# Meeting Minutes

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| **1.Meeting Object** |
| 1.Talking about assignment and  2.Choose roles for group assignment  3. Searching 3 universities. which have 7 features in the assignment |

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

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| **3.Meeting Agenda** | |
| **Topic** | **Time** |
| Giving 3 names of universities, meeting minutes and inform to Sir in mail | 12:40-1:00 am |
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| **4. Pre-work/preparation (documents/handouts to bring, reading material, etc.)** | | |
| **Discussion** | **Decision** | **Action to Taken** |
| Find 3 university’s , there should be 7 features what is in assignment | All requirements meet in this 3 university’s | Choosing 3 university’s |
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| **5.Next Meeting** | | | | | | |
| **Date:**  **(MM/DD/YYYY)** | |  | **Time:** |  | **Location:** | Messenger |
| **Objective:** |  | | | | | |