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| --- | --- | --- | --- |
| **Meeting/Project Name:** |  | | |
| **Date of Meeting:**  **(MM/DD/YYYY)** | 1/09/2020 | **Time:** | 12:30-1:30 am |
| **Meeting Facilitator:** |  | **Location:** | messenger |

# Meeting Minutes

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| **1.Meeting Object** |
| Assignment Progress |

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

|  |  |
| --- | --- |
| **3.Meeting Agenda** | |
| **Topic** | **Time** |
| progresses of the group members roles works | 12:30-1:30 am |
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| **4. Pre-work/preparation (documents/handouts to bring, reading material, etc.)** | | |
| **Discussion** | **Decision** | **Action to Taken** |
| Give updates of the works. | Share the link in member’s mails. | yes |
| Uploading of working files in a Google drive | Uploading works in separate folders in one repository folder. | yes |
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|  |  |  |

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| **5.Next Meeting** | | | | | | |
| **Date:**  **(MM/DD/YYYY)** | |  | **Time:** |  | **Location:** |  |
| **Objective:** |  | | | | | |