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| **Week Number** | **1th** | **Date of meeting** | **2019/01/15** |
| **Team Letter** | C | | |
| **Participants** | Ly, Taylor, Manser, Aljagthmi  (Guest Erik Buck) | | |
| **Review of Current and Future Milestones** | * (Insert Milestones to be completed) | | |
| **Summary of Progress / Action Items** | * (Insert Action Items and status) | | |
| **Discussion** | (Insert conclusions and decisions) | | |