**Meeting Minutes**

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| **Subject** | **Project Update** | **Date** | **2/14/2013** |
| **Facilitator** |  | **Time** | 10:45 |
| **Location** | Library | **Scribe** | Christopher Andrews |
| **Attendees** | All | | |
|  |  | | |

| Key Points Discussed | | |
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| No. | Topic | **Highlights** |
| 1. | Tom cat working on all machines | Ethan’s and Chris’s tomcat now working |
| 2. | Implementation HTML explained | John and Isaac’s presentation was educational |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
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| Action Plan | | | |
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| No. | Action Item(s) | **Owner** | **Target Date** |
| 1. | Implementation details write up | Chris | 2/17/13 |
| 2. | Meeting and friends implementation | Ethan | 2/17/13 |
| 3. | Fine tune implementation of other classes | John and Isaac | 2/17/13 |
| 4. |  |  |  |
| 5. |  |  |  |
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