# IT7x01 Project Meeting Minutes

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| --- | --- |
| **Project code** |  |
| **Project name** |  |
| **Meeting date** |  |
| **Venue** |  |
| **Participants** |  |
| **Apologies** |  |

Minutes of Meeting

|  |  |  |
| --- | --- | --- |
| **Topic** | **Highlights / Summary** | **Action items** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

The meeting started at 3.30pm and ended at 4.30pm.

Minutes submitted by: