# **Meeting Minutes**

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| **Date/Time:** | 30/01/2017 3:30pm - 5:30pm |
| **Type:** | Team Meeting |
| **Minute Taker**: | York |
| **Attendees:** | Peter Chen, Andrew Hampson, York Liu, Zach Yu |
| **Regrets:** |  |

## ***Notes:***

1. Project Proposal Draft
2. Project Objectives
3. Project Deliverable

## ***Action Items:***

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| --- | --- | --- | --- |
| **Owner** | **Description** | **Completion Date** | **Status** |
| All group member | continue to draft the proposal for each person’s part  decide the specific objectives  complete the project deliverable in proposal  5 stages and one challenge part | 31/01 | open |