# **Meeting Minutes**

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| **Date/Time:** | 23/01/2017 10:30am - 11:30am |
| **Type:** | Supervisor Meeting |
| **Minute Taker**: | York |
| **Attendees:** | Mandeep Pannu, Peter Chen, Andrew Hampson, York Liu, Zach Yu |
| **Regrets:** |  |

## ***Notes:***

1. requirement - ACIT 3900
2. Project description and decision
3. strategy to implement project
4. next meeting arrangement

## ***Action Items:***

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| **Owner** | **Description** | **Completion Date** | **Status** |
| Mandeep | describe the detail requirement of course ACIT 3900  decide the specific project  strategy to start the project  arrange the the next supervisor meeting | 23/01 | closed |