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1. Daily report
   1. Using Jira to manage task

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* 1. Using excel file

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* 1. Using Microsoft Team

…………………..

1. Meeting minutes
   1. Tittle of the email

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| --- |
| [Project name] [Meeting minutes] MM-DD\_Tittle |

**For example:**

[UHES][Meeting minutes]Jun-01\_crash\_software

* 1. …..