# **MEETING AGENDA**

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| **Project Name:** | Step Safe( Tentative) | **Group Number**: | 5 |
| **Date of Meeting:** (DD/MM/YYYY) |  | **Time:** |  |
| **Meeting Facilitator:** |  | **Location:** | BSB 244 |

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| **1. Meeting Objective** |
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| **2. Attendees** | | |
| **Name (last name alphabetical order)** | **Student Number** | **Role in the Project** |
| Alice Ip | 400078727 | Mapping Research |
| Meijing Li | 400110713 | Sorting Research |
| Robert Vardy | 001425404 | Mapping Research |
| Indika Wijesundera | 001431996 | Searching Research |
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| **3. What has your team done since the last meeting (documents, code, reading material, etc.)?** | |
| **Description** | **Owner(s)** |
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| **4. Is anything slowing your team down on in your way?** | | |  |
| **Description** | | **Route cause(s)** | **The TA feedback** |
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| **5. What you about to change from the way another team is doing? (Complete it if you have met another team today)** | | |  |
| **Topic** | **Another Team methods** | | **Your reflection** |
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# **MEETING MINUTES**

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| **5. Notes, Decisions, Issues** | | | | | | | | |
| **Topic** | | | | | | **Owner** | | **Time** |
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| **6. What will your team do before the next meeting? (Action Items)** | | | | | | | | |
| **Action** | | | | | | **Owner** | | **Due Date** |
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| **5. Next Meeting (if applicable)** | | | | | | | | |
| **Date:** (MM/DD/YYYY) | |  | **Time:** |  | **Location:** | |  | |
| **Objective:** |  | | | | | | | |