Minutes Template

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| Subject: | MAST90107 |
| Group name/ identifier | Group 22 |
| Meeting Location, Date & Time | ZOOM, 13/9/2021, 13.00-13.30 (Melbourne Time) |
| Group members present | Team Member: Xin Wei, Chao Jia, Wei Li, Andrew Stringer |

# Items discussed and decisions made

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| --- | --- |
| **Item** | **Decision (if applicable)** |
| Financial Data | Re-collect from SEC with XBRL API |
| Companies location not in US | Find Company locations |
|  |  |

# Agreed actions from this meeting

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| --- | --- | --- |
| **Task** | **Who is responsible** | **Deadline** |
| Collect Financial data from SEC | Xin & Chao | 17/9 |
| Searching locations from annual report. | Wei & Andrew | 17/9 |

# Next meeting

|  |  |
| --- | --- |
| Location | ZOOM |
| Date & Time | 6/9/2021, 13.00 (Melbourne Time) |
| Goals |  |