## INFOSYS 220

## Group assignment weekly progress report

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| Reporting period | Monday dd/mm to Sunday dd/mm |
| Group number | GroupXX |
| Group members | Andrew Bacon (AB); Carrie Donut (CD); Ellie Fig (EF); Grant Ham (GH); Indy Jerky (IJ) |

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| Meeting #1 minutes and actions  Date of meeting: dd/mm/yyyy  In attendance: AB, CD, EF, GH, IJ  Meeting start time: hh:mm  Meeting end time: hh:mm  Items discussed:   * Xxx – what/when/who/why * Yyy – what/when/who/why * Zzz – what/when/who/why |
| Meeting #2 minutes and actions  … |
| Meeting #... minutes and actions  … |

Main tasks accomplished this week

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| **Task** | **Who contributed** |
| Xxx | AB, EF |
| Yyy | AB, IJ |
| Zzz | CD, GH |

Main targets next week

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| --- | --- |
| **Task** | **Who’s responsible** |
| Xxx | AB, EF |
| Yyy | EF |
| Zzz | IJ |