Minutes Template

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| --- | --- |
| Subject: | COMP90051 Statistical Machine Learning |
| Group name/ identifier |  |
| Meeting Location, Date & Time |  |
| Group members present |  |
| Apologies |  |

# Actions from previous meetings

|  |  |  |
| --- | --- | --- |
| **Task** | **Who is responsible** | **Deadline** |
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# Items discussed and decisions made

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| --- | --- |
| **Item** | **Decision (if applicable)** |
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# Agreed actions from this meeting

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| --- | --- | --- |
| **Task** | **Who is responsible** | **Deadline** |
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|  |  |  |
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|  |  |  |
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# Next meeting

|  |  |
| --- | --- |
| Location |  |
| Date & Time |  |
| Goals |  |