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| Team Meeting 1 | | | | | | | | | |
| Minutes | | | | 26/apr/2010 | 09:00 | | | meeting room 2 | |
|  | | | | | | | | | |
| Meeting called by | | Co | | | | | | | |
| Type of meeting | | Group meeting | | | | | | | |
| Note taker | | Zhou | | | | | | | |
| Attendees | | All team members | | | | | | | |
|  | | | | | | | | | |
| Agenda topics | | | | | | | | | |
| 10 | | | | how to intercommunication better | | | | team | |
| Discussion |  | | | | | | | | |
| Discussion about how to make intercommunication between each other in future work(Data constrain, report constrain, etc.) | | | | | | | | | |
|  | | | | | | | | | |
| Conclusions |  | | | | | | | | |
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| Action items | | | | | | Person responsible | | | Deadline |
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|  | | | | | | | | | |
| 30 | | | | sign responsibility for baseline report | | | | team | |
| Discussion |  | | | | | | | | |
| Distribute baseline report task to everyone. | | | | | | | | | |
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| Conclusions |  | | | | | | | | |
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| Action items | | | | | | Person responsible | | | Deadline |
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| 10 | | | presentation schedule | | | | team | | |
| Discussion |  | | | | | | | | | |
| How are we going to do the presentation and in which order. | | | | | | | | | | |
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| Conclusions |  | | | | | | | | | |
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| Action items | | | | | | Person responsible | | | Deadline | |
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| Observers |  |
| Resource persons |  |
| Special notes |  |