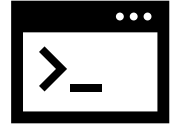


Project: MealMajor

SOAECO Team



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Sprint #X

Meeting: #X

Date: 2026-[Month-Day]

Location:

Present:

Absent (if any):

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## 1. Agenda

*Sprint goals, related document, important reminders, and discussion topics for today.*

## 2. Sprint Progress Update

*List of work completed since last meeting. Referencing GitHub issues if possible*

## 3. Decisions Made

*Decision made during the meeting.*

## 4. Action Items

*Task assigned until next meeting, linked to Sprint planning / Task Breakdown*

Task Description	Assign to	Due Date

## 5. Next Meeting

Date:

Time:

Planned Focus:

---