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| **Meeting Minutes:** | Meeting Name | Monday, Jan 6th, 2014, 9:30 AM PT |
| **Team Lead:** |  |
| **Team Members Present:** |  |
| **Team Members Absent:** |  |
| **Minutes taken by:** |  |
| **Next Meeting** | Monday, Jan 13th, 2014, 9:30 AM PT  |
| **Discussion** |
| **Major Accomplishments Since Last Meeting*** Accomplishment 1
* Accomplishment 2

**Major Challenges****Challenge 1*** Detail 1
* Detail 2

**Challenge 2*** Detail 1
* Detail 2

**Discussion****Topic 1*** Detail 1
* Detail 2

**Topic 2*** Detail 1
* Detail 2

**Differed Discussions (to be addressed at future meetings)****Topic 1*** Detail 1
* Detail 2

**Topic 2*** Detail 1
* Detail 2

**Schedules:*** **Team member 1:**
	1.
* **Team member 2:**
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