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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:** * **Team member 2:** | | |