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| Date: November 4, 2017 |
| Time: 1430 – 1600hrs |
| Location: Skype |
| Attended By: Josh, Friedemann |

**Internal Meeting Minutes 01**

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| **No.** | **Agenda** | **Action By:** |
| 1 | Update on Sponsor Meeting 2   * Chris had expressed interest in pursuing 2 possible projects and requested for project abstracts to be written * Friedemann further proposed the idea that samplesets of data could be created to help Chris understand how we could anaylse the data | Both |

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| **No.** | **Tasks Allocated** | **By (date):** | **Action By:** |
| 1 | Minutes to be up on Wiki | Nov 7 | Josh |
| 2 | Creation of Project abstracts to be submitted to sponsor for review | Nov 7 | Josh |
| 3 | Creation of possible data samplesets, including approaches to be taken | Nov 7 | Friedemann |