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| **Meeting No.** | 1 |
| **Project Title** | Cookies Ordering System |
| **Date** | 21 December 2017 |
| **Time** | 2.00 p.m. – 4.15 p.m. |
| **Venue** | MBMR3023 |

**ATTENDANCE**

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| --- | --- |
| **Present** | **Absent** |
| 1. Ali Hassan 2. Raj Kumar | 1. Jackson Lee |

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| **NO** | **ITEM** | **INFO/ACTION** |
| 1 | * 1. Discuss on the dates and time for each meeting to be held.   2. Decision was made that every Thursday from 8:00 p.m. to 11:00 p.m will be the meeting time. | All |
| 2 | * 1. Each Group member have to find 2 websites related to the project title.   2. Ali have to do research on how to create a CSS based web page layout.   3. Jackson have to …. | All  Ali  Jackson |
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The meeting adjourned at 4:15 p.m.

Prepared by:

Raj Kumar