Date: November 2, 2017

Start time: 9:30am

Location: CSIL

Meeting called by: Jia Hui (Mandy) Xiao

Facilitator: Jia Hui (Mandy) Xiao

Timekeeper: Jia Hui (Mandy) Xiao

# **Attendance**

|  |  |  |
| --- | --- | --- |
| Attendees | Status | Reason (if absent) |
| Sheung Yau (Gary) Chung | Present |  |
| John Ko | Present |  |
| Ryan Kiew | Present |  |
| Zavier Aguila | Present |  |
| Jia Hui (Mandy) Xiao | Present |  |

# **Today’s agenda**

1. Work on version 1

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| **Agenda Item #1** |
| Discussion  Zavier and John work on playing sounds from button.  Mandy makes presentation slide.  Gary improves the homescreen.  Ryan changes the documentation. |
| Conclusions |
| Action items |

# **Next Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Location | Notes |
| Nov. 5th | 10:00am | CSIL | Presentation |

End time: 3:20PM