Date: November 5, 2017

Start time: 10:00am

Location: CSIL

Meeting called by: Jia Hui (Mandy) Xiao

Facilitator: Jia Hui (Mandy) Xiao

Timekeeper: Jia Hui (Mandy) Xiao

# **Attendance**

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| 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. Practice presentation
2. Continue working on app

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| **Agenda Item #1** |
| Discussion  Runs of this presentation indicated that our presentation is around 8 minutes. |
| Conclusions  Assigned slides for each members in the group. |
| Action items   |  |  |  | | --- | --- | --- | | Actions | Person Responsible | Deadline | | Practice their parts | Everyone | Monday Nov. 6th @ 1:30pm | |

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| **Agenda Item #2** |
| Discussion  Everyone was able to complete their assigned tasks. |
| Conclusions |
| Action items   |  |  |  | | --- | --- | --- | | Actions | Person Responsible | Deadline | | Implement Experience Editor | Zavier, John | Monday Nov. 13th @ 1:30pm | | Change documents needed to assignment 3 | Ryan | Monday Nov. 6th @ 1:30pm | | Implement Firebase for authentication | Mandy | Monday Nov. 13th @ 1:30pm | | Implementation of Firebase for database storage | Gary | Monday Nov. 13th @ 1:30pm | |

# **Next Meeting**

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| Date | Time | Location | Notes |
| Nov. 6th | 1:30pm |  | Practice for presentation |

End time: 4:20PM