Date: November 6, 2017

Start time: 1:30pm

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. Practice presentation

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| **Agenda Item #1** |
| Discussion  Practice presentation before class. Make sure that everyone presents their slide fluently.  Maybe talk less about Firebase leaving more time for “future versions” and “testing”. |
| Conclusions  Everyone did well. |
| Action items   |  |  |  | | --- | --- | --- | | Actions | Person Responsible | Deadline | | Practice their parts | Everyone | Monday Nov. 6th @ 5:30pm | |

# **Next Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Location | Notes |
| Nov. 11th | 9:30am |  | Work on version 2 |

End time: 5:20PM