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| [COEN6311 12 WEEK MEETING minute ] | |
| Location: | Online |
| Date: | 29/3/2020 |
| Time: | 180mins |
| Facilitator: | Sun Ying ，Shaoxia Yang，Sijie Min，Yanhe Lan |

# Agenda Items

1. Test code and optimize code.
2. Write D3 reports.
3. Preparing for D3 presentation.
4. Make future plan.

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| Action Items | Owner(s) | Deadline | Status |
| Test code and optimize code | Sun Ying | 01/04/2020 | complete |
| D3 reports and presentation | Shaoxia Yang | 01/04/2020 | complete |
| Test code and record | Sijie Min | 01/04/2020 | complete |
| D3 reports and presentation | Yanhe Lan | 01/04//2020 | complete |



