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| **Date** | 28 Jul 2015 |
| **Time** | 12:00 – 13:30 |
| **Attendees** | Clay, Kaii, Lulu, Likai, Shawn, V, Irene, Miranda |
| **Organizer** | V |
| **Recorder** | Likai |

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| **Agenda** |
| 1. Team building |
| 2. How to learn Tools |
| 3.the tasks of this week |

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| **Meeting Memo & Project status** |
| **Topic 1: team building**  1.Design a T-shirt  2.Sign on the document  **Topic 2:Change the Timetable**  Teamwork time:  Tuesday: 12:15 – 13:45, 1.5 h  Thursday: 12:00 – 14.45, 1.75 h  Thursday: 9:00 – 12:00 (Buffer time)  Friday: 9:00 -11:00  **Topic 3: the tasks we should do**   1. Finished Android Development for beginner in this week. 2. Learn Github(GUI) and register an ID then send it to Kaii |

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| **Conclusion** |
| One of the topic to next week “How to learn Andriod(bring your question which you enconter when you study guys!!!)”  Next meeting start at Thursday12:00 everyone bring you topic! |

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| **Actions (To-do)** | | | | |
| No. | Action | Participants | Status | Due Date |
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