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| **Meeting Date :** | 26-08-2015 | **Meeting Time :** | 09:00 – 10：45 |
| **Meeting Attendees :** | Clay, Kaii, Lulu, Shawn, Vasanth (V), Miranda, Irene | **Meeting Location :** | Study Area |
| **Minutes Taken by:** | Kaii | **Next Meeting Date & Location:** | TBA |

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| **S.No.** | **Meeting Notes:** |
| 1 | Daily Scrum (15 minutes) |
| 2 | List all the tasks of sprint 01. |
| 3 | Estimated all the tasks of sprint 01, up to 127 hours in sprint 01. |
| 4 | Every team member pickup ONE task on SeeNowDo. |
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| **S.No.** | **Action Items:** | **Assigned To:** | **Due Date:** |
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