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| **Meeting Date :** | 18-09-2015 | **Meeting Time :** | 15:30 – 15:45 |
| **Meeting Attendees :** | Clay, Kaii, Shawn, Miranda, Irene, Likai，LULU，V | **Meeting Location :** | Leech |
| **Minutes Taken by:** | LULU | **Next Meeting Date & Location:** | Leech |

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| **S.No.** | **Meeting Notes:** |
| 1 | We analysis the requirements from customer for second sprint |
| 2 | We discuss the backlog of second sprint. |
| 3 | Allocating tasks to each mumber |



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| **S.No.** | **Action Items:** | **Assigned To:** | **Due Date:** |
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