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| **Meeting Date :** | 23-09-2015 | **Meeting Time :** | 15:30 – 15:45 |
| **Meeting Attendees :** | Clay, Kaii, Shawn, Miranda, Irene, Likai | **Meeting Location :** | OCH |
| **Minutes Taken by:** | Miranda | **Next Meeting Date & Location:** | TBA |

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| **S.No.** | **Meeting Notes:** |
| 1 | About the new requirement from the CEO, since this sprint has already started, we cannot change the sprint backlog. |
| 2 | Code balancing. |
| 3 | Everyone is supposed to write code comments when coding. |

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