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| **Date** | 23 Jul 2015 |
| **Time** | 13:00 – 14:30 |
| **Attendees** | Clay, Kaii, Lulu, Likai, Shawn, V, Irene, Miranda |
| **Organizer** | Kaii |
| **Recorder** | Miranda |

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| **Agenda** |
| 1. Deciding our weekly team work times. |
| 2. Deciding the project rankings. |
| 3. Discussing the project profile. |

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| **Meeting Memo & Project status** |
| **Topic 1: Timetable**  Teamwork time:  Tuesday: 12:15 – 13:45, 1.5 h  Wednesday: 9:00 – 10:30, 1.5 h  Thursday: 12:00 – 15.45, 1.75 h  Thursday: 9:00 – 12:00 (Buffer time)  **Topic 2: Project ranking**  First, we excluded the third project “ONLINE\_EDU\_EMPLOYMENT (PHP)”  because none of us is familiar with PHP. Then after considering the requirement, scope, interest and technological type of the other projects, we decided the rankings as follow:   1. ONLINE\_EDU\_EMPLOYMENT (ANDROID) [4] 2. ANTIBIOTIC\_THERAPY [5] 3. ALIEN\_GAME [2] 4. HUNGER\_MINDER [1] 5. DIABETES\_MONITOR [9] 6. ONLINE PORTFOLIO [6] 7. APP\_MONITOR [8] 8. TEAM\_MANAGER\_APP [7] 9. ONLINE\_EDU\_EMPLOYMENT (PHP) [3]   **Topic 3: Project profile**  Team name: Vengai\_Laohu (VEL)  Everyone gave his/her profile to V who would summarize them. |

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| **Decisions** |
| Besides the above decisions, we also decided the team leader schedule: V, Shawn, Likai, Clay, Kaii, Irene, Lulu, Miranda. |

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| **Actions (To-do)** | | | | |
| No. | Action | Participants | Status | Due Date |
| 1. | Deciding the tools to keep our docs & src. | All the team members | Waiting | 28 July |