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| **Date| Time| Venue** | 7th February 2018, 1600hrs – 1800hrs, SMU Labs Meeting Space |
| **Attendees** | Ahmad, Deborah, Vera, Sebastian, Jack, Haqqim |
| **Agenda** | 1. Midterms Preparation 2. Progress Updates 3. Action Points |
| **Notes** | **Midterms Preparation**  Things to do:   * Change Sandbox to actual PayPal * UAT 3, Monday, 12th February 2018   **Progress Update**   1. **WordPress Updates**   [WooCommerce]   * Purchase robot kits can work all the way until PayPal  1. **Robot Updates**  * No updates  1. **Others**   **Action Points**   1. Midterms Slides 2. Document Preparation for UAT 3 |
| **Done by** | Deborah Sim |
| **Verified by** |  |