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| **Date| Time| Venue** | 13th December 2017, 2000hrs – 2130hrs, SMU SOE SR 2.3 |
| **Attendees** | Vera, Haqqim, Jack, Sebastian, Deborah |
| **Agenda** | 1. Update Team (Vera & Jack) 2. Confirm Supervisor Meeting 3. Set next meeting with Ben |
| **Notes** | 1. Team Updates  * Code Editor * Code Editor is now a form, need to find a way to redirect the form * Action Point: See if can convert form into txt file and into .py file * Action Point: Haqqim to start creating test cases * Action Point: Sebbie and Debs to start on secondary functions * Games Module: Maze etc. * Plan Analytics Module * Action Point: Rent server to do games module separately, then show Ben the feasibility of the idea and then ask if he is okay with paying for a separate server * Action Point: Jack to get second robot for multiplayer games  1. Supervisor Meeting  * **Wednesday, 20th December 2017, 1700hrs to 1800hrs**  1. Meeting with Sponsor  * Let Ben know the issues with WordPress * WordPress: Have e-commerce, but Games platform will have an issue * 2 platforms: WordPress but Games platform is moved out to a separate server (\*\*Money will be an issue\*\*) * **TBC (after Supervisor Meeting)**   *Next Team Meeting: 20th December 2017, 1930hrs*  Before Next Meeting:   * Jack, Vera and Ahmad to update team on result of decision for platform * Settle next meeting with Supervisor and Sponsor  1. Update Wiki (Deborah) by Sunday 17/12/2017 2. Everyone to find cardboard for single player game |
| **Done by** | Deborah |
| **Verified by** |  |