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| **Date| Time| Venue** | 20th November 2017, 1530hrs – 1630hrs, SMU SIS SR 2.2 |
| **Attendees** | Vera, Haqqim, Jack, Sebastian, Deborah, Ahmad |
| **Agenda** | 1. Collate Winter Schedule and Term Schedule 2. Work Allocation 3. Planning for Upcoming Iterations |
| **Notes** | 1. Winter Schedule and Term Schedule  * Winter Schedule (Unavailable)   Ahmad: 10th to 13th December  Haqqim: 15th to 19th December, Office Hours: 0900hrs to 1730hrs  (Full Group Meetings) Wednesday: 1930hrs to 2230hrs  Pairs will meet up separately together according to their schedules   * Term Schedule   Wednesday: 1600hrs to 1900hrs (Supervisor Meeting)  Sundays   1. Work Allocation  * Seb & Deb work on Business Analytics and Wiki * Ahmad & Haqqim on WordPress * Jack & Vera on Robotics Modules  1. Planning for Upcoming Iterations   By 8th January   * Learner Module * Administrative Module * Game Creation * Learner Module * Provider Module * UAT 2 Deployment * Debugging * Get Code Editor Plugin   Start 8th January   * Administrative Module * Analytics Module |
| **Done by** | Deborah |
| **Verified by** |  |