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| **Date| Time| Venue** | 23rd January 2018, 1930hrs – 2100hrs, SMU Labs Meeting Rm 2-2 |
| **Attendees** | Ahmad, Deborah, Vera, Sebastian, Jack, Haqqim |
| **Agenda** | 1. Reorganise and prepare for next meeting with sponsor |
| **Notes** | **Progress Update**   1. **WordPress Updates**  * [Confirmed] Create the form for game providers to upload their games * Things needed in the form: IP Address of the web camera, Proposal of game including information of the game arena, rules of the game, code for the game etc.  1. **Robot Updates**  * Explained to sponsor that we are currently working on making the robot connection public * Sponsor wants us to work on implementing the smart home technology from scratch for the remote control of the robot * Server – Explain the AWS and UStream lag, sponsor does not fully understand the limitations of free servers and accounts  1. **Others**  * Claim money * Explain the lag * Come up with a cancellation policy |
| **Done by** | Deborah Sim |
| **Verified by** | Jack |