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| **Date| Time| Venue** | 16th January 2018, 1030hrs – 1130hrs, SMU SIS Lvl 4 Rm 4048 |
| **Attendees** | Haqqim, Ahmad, Sebastian, Deborah, Jack, Vera, Hwee Xian |
| **Agenda** | 1. Admin Matters 2. Robotics Module Update 3. WordPress Update |
| **Notes** | * **Admin Matters**   Regular Timeslot: Tuesday, 1330 – 1500hrs  Whole team to be present unless valid reasons  Schedule a dry run before the rest of the presentations  Role of a reviewer: Grading of midterms (10% each - Paul and Youngki) and part of finals (15% - Paul, 60% - HX)   * **Robotics Update** * Managed to connect the UI to the robot * Can try to use 2 networks to simulate different users * Left with – PIN with Ahmad & Video Stream * **WordPress Update** * Completed the flow * Wallet?? * **Others**   Update the scope and reschedule – move up finance module, and push down shopping module  Administrative Module: add in statistics for users  Analytics Module: Can split up to administration and learners  How to explain that we have 2 different servers |
| **Done by** | Deborah |
| **Verified by** |  |