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| **Date| Time| Venue** | 23rd January 2018, 1315hrs – 1430hrs, SMU Lvl 4 Rm 4048 |
| **Attendees** | Haqqim, Ahmad, Vera, Deborah, Jack, Hwee Xian |
| **Agenda** | 1. Update on Sponsor Meeting 2. WordPress Update |
| **Notes** | * **Update on Sponsor Meeting**   Use free alternatives and then send him a list of what he needs to buy  Leave the scope as it is  Tell sponsor that smart home technology is a different scope   * **Others**   Don’t be too specific with the sponsor  Scrape 2FA because we have the booking ID  URL – redirect to WordPress login page  Action Points:   1. Arrange a joint meeting with Hx & Ben (11th Feb 2018) 2. Retrieve article on robotics from Hx 3. Update flow diagram to link to code editor server (decision point advanced booking and immediate booking) – Debs 4. Come up with the technical complexity for misterms presentation |
| **Done by** | Deborah |
| **Verified by** | Ahmad |