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| SPM Meeting minutes | |
| Location: | LKSLIB Study Booth 4.3 |
| Date: | 29th October 2019 |
| Time: | 12.30pm |
| Facilitator: | Gordon, Rou Hui, Brian, Amey, Ian |

# Agenda Items

1. Prepare for week 11’s User Acceptance Test (UAT) – Review test cases
2. Update the current progress of project.
3. Deploy to AWS
4. JSON debugging

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| Action Items | Owner(s) | Deadline | Status |
| Prepare for week 11’s User Acceptance Test (UAT) – Review test cases | Everyone | 29th Oct | Complete |
| Update the current progress of project. | Everyone | 29th Oct | Complete |
| Deploy to AWS | Everyone | 29th Oct | Complete |
| JSON debugging | Brian, Gordon | 29th Oct | Complete |

The meeting was adjourned at 3.30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Ian Liew