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| SPM Meeting minutes | |
| Location: | SOB benches opposite Gongcha |
| Date: | 5th November 2019 |
| Time: | 12.30pm |
| Facilitator: | Gordon, Rou Hui, Brian, Amey, Ian |

# Agenda Items

1. UAT bug metric
2. Debugging session
3. Slides preparation for final submission

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| Action Items | Owner(s) | Deadline | Status |
| UAT bug metric | Amey, Brian | 5th Nov | Complete |
| Debugging session | Everyone | 11th Nov | Ongoing |
| Slides preparation for final submission | Rouhui, Ian, Gordon | 18th Nov | Ongoing |

The meeting was adjourned at 4pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Lee Rou Hui