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| SPM Meeting minutes | |
| Location: | SIS Level 4 |
| Date: | 16th November 2019 |
| Time: | 1pm |
| Facilitator: | Gordon, Rou Hui, Brian, Amey, Ian |

# Agenda Items

1. Finalise slides and review them against wiki requirements
2. Split presentation parts and conduct dry run

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| Action Items | Owner(s) | Deadline | Status |
| Slides preparation for final submission | Rouhui, Ian, Gordon, Brian, Amey | 18th Nov | Completed |
| Allocate presentation slides to each member | Brian | 16th Nov | Completed |

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,

Brian Goh