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|  | **Meeting 1** | **Meeting 2** | **Meeting 3** | **Meeting 4** | **Meeting 5** | **Meeting 6** | **Meeting 7** |
| **Date** | 7/11/19 | 11/11/19 | 14/11/19 | 22/11/19 | 25/11/19 | 28/11/19 | 04/12/19 |
| **Attendance** | Thao, Lam, Fintan, Darren | Thao, Lam, Fintan | Thao, Lam, Fintan, Darren, Nep | Thao, Lam, Fintan, Darren | Thao, Lam, Fintan, Darren | Thao, Lam, Fintan, Darren | Thao, Lam, Fintan, Darren |
| **Topic** | What has to be done | What each person has done | Allocating tasks for sprint 2 | What has been done and still to do | Go over everything and present sprint 2 | Allocating tasks for final sprint | Combine final product and test |
| **Duration** | 43 mins | 20 mins | 50 mins | 1 hour | 25 mins | 45 mins | 1 hour |

**Meeting log:**