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| **Date:** | 12/11/2019 – Tuesday (Week 13) |
| **Time:** | 12:00pm |
| **Venue:** | Li Ka Shing Library Project Room 3-3 |
| **Iteration:** | **5** |
| **Attendee:** | **Glen, Kwan Yang, Mary, Agnes, Shourya** |
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| **Agenda:** | 1. Preparation for Final Presentation  2. Bid Status Progress (Test Cases) |

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|  |  |  | **Due Date** |
| 1 | Schedule and Bug Metric | Kwan Yang | 16 Nov |
| 2 | Final Presentation Slides | Agnes & Mary | 16 Nov |
| 3 | Bid Status test cases | Glen & Shourya | 16 Nov |
|  |  |  |  |

The meeting was adjourned at 3.00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Agnes Lam

Vetted and edited by,

**Lee Kwan Yang**