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| **Date:** | 17/09/2019 |
| **Time:** | 5.00 pm |
| **Venue:** | SOE B1 Study Lounge |
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| **Attendees:** | Tan Xin Rong, Steffi  Lim Jie Min  Lim Hui Sin  Ku Seoung Lim  Hilya Syazwani Binte Mohamed Yusoff |
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| **Agenda:** | 1. Run through project requirements  2. Set up Google Sheets schedule for the project |

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|  |  |  | **Due Date** |
| 1 | Set up Git repository for the project | Steffi | 17/09/2019 |
| 2 | Set up spreadsheet for Daily Updates | Steffi | 18/09/2019 |

The meeting was adjourned at 7.15 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Tan Xin Rong, Steffi

Vetted and edited by,

Tan Xin Rong, Steffi