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| **Date: 24th November 2018**  **Time: 1300**  **Venue: SIS Project Way** | |
| **Attendees:** | |
| 1. Jin | √ |
| 2. Regan | √ |
| 3. Zer Dong | √ |
| 4. Haonan | √ |
| 5. Ashley | √ |

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| **Agenda** | |
| **No.** | **Description** |
| 1. | Backend progress consolidation |

Regan and Jin to share their progress on the skills analysis algorithm with the rest of the team and reconcile the bugs that have surfaced.

**The meeting was adjourned at 1400. These minutes will be circulated and adopted if there are no amendments reported in the next three days.**

**Prepared by,**

**Jin**

**Vetted and edited by,  
 Regan**