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| **Date: 8th Nov 2018**  **Time: 1000**  **Venue: SIS MR 4.7** | |
| **Attendees:** | |
| 1. Celina | √ |
| 2. Jin | √ |
| 3. Regan | √ |

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| **Agenda** | |
| **No.** | **Description** |
| 1. | Pre-acceptance demo and review |
| 2. | Sponsor feedback |

Key takeaways from Celina:

1. Be sure to eventually have the application working on LARC’s server. AWS is fine for now, good that it isn’t localhost. But the real deployment environment will be on LARC’s servers so we should strive to migrate to it as soon as possible.
2. Minor bug noticed on the Bootstrap function during the technical which needs to be addressed.
3. Automated Excel extraction script works well and looks good. Just need to ensure that it is scaleable and can accommodate future changes to the course parameters.

**The meeting was adjourned at 1030. 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**