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| **Date:** | 7th September 2017 |
| **Time:** | 1530-1700 |
| **Venue:** | SIS CR 3-1 |
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| **Attendees:** | Everyone |
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| **Agenda:** | 1. Group discussed and exchanged ideas for use-case diagram 2. Group finalized design of use-case diagram 3. Project Manager schedule and Minutes Taker schedule was revised to incorporate a larger iteration of two weeks instead of the previous one week 4. Pair programming pairs was revised to take into account the change in #3 5. Team agrees to practice and finish lab 2-5 at their own time before the following week’s SE class 6. Team meeting scheduled for Monday (11 September, 1200 hours - 1400 hours) at SIS GSR 3.6 7. Each member has to present a draft logical diagram at the meeting on Sunday 8. Eugene and Feng Feng attended HTML supplementary class on 5 September |

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|  |  |  | **Due Date** |
| 1 | Scheduling | Wei Ling | 7th September 2017 |
| 2 | HTML supplementary class | Eugene&FF | 5th September 2017 |

The meeting was adjourned at 5 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Eugene

Vetted and edited by,

**Yang FengFeng**