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| **Date:** | 19 October 2017 |
| **Time:** | 1530-1820 |
| **Venue:** | SOE GSR3-1 |
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| **Attendees:** | Jorden (PM), Jane, Feng Feng, Eugene, Weiling |
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| **Agenda:** | 1. Sharing of each other’s code  2. Updated tasks assigned and due dates |

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|  |  |  | **Due Date** |
| 1 | AWS Deployment | Eugene | 22 October 2017 |
| 2 | Study JSON | Weiling, Feng Feng (Jane, if need) | 20 October 2017 |
| 3 | Basic Location Reports (all) | Jane, Feng Feng | 21 October 2017 |
| 4 | Read up on AGI and Heatmap | All | 23 October 2017 |

The meeting was adjourned at 6.20pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Jane Seah

Vetted and edited by,

**Jorden Seet**