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| **Date:** | 4th October 2017 |
| **Time:** | 1230-1530 |
| **Venue:** | LKCSB CR2-1 |
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| **Attendees:** | Everyone |
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| **Agenda:** | 1. Finalized slides and rehearsed for PM review 2. Knowledge sharing about codes and views 3. Made changes to weekly roles to make sure Project Manager does not rotate within one iteration |

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The meeting was adjourned at 3:30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Yang FengFeng

Vetted and edited by,

**Yang Fengfeng**