**Meeting Minutes 1**

**Project Name:**  Developing a room booking system for UOW

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| **Date:** 1st April 2020 | **Time:** 8 pm - 9 pm |
| **Attendees:** Decen Ng, Jing Jue Ching, Neo Kai Heng, Junior Tantono, Seri Dania Bte Abidin, Jing Xian Ching | |

**Meeting Objective:** Introduction of group members to know each other better before starting to work together

**Agenda:**

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| **S/No** | **Item** | **Action Item** | **Due Date** |
| 1 | Introductions of attendees | Get to know each other’s strengths and weaknesses and what each member is comfortable working with | 1st April 2020 |

**Date and time of next meeting:** 6th April 2020, 4pm