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| **Date:** | 15 September 2017 |
| **Time:** | 6pm – 10pm |
| **Venue:** | Li Ka Shing Library Proj. Rm 3-3 |
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| **Attendees:** | Andy (Project Manager), Daniel, Hani, Hong Yuan, Xuying |
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| **Agenda:** | 1. Create login page 2. Create home page 3. Test login page 4. Create admin page 5. Test admin page |
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|  |  |  | **Due Date** |
| 1 | To finalize login page and connect with SQL database | Andy & Hani | 19 Sept |
| 2. | To finalize admin page and connect with SQL database | Xuying & Hong Yuan | 19 Sept |
| 3. | Code bootstrap (unzip files, read data files,  create SQL tables) | Andy & Hani | 22 Sept |
| 4. | Code basic location reports prototype | Xuying & Hong Yuan | 22 Sept |

The meeting began at 6pm.

We started off the meeting by setting up our git clone for the official git folder. Next the pair programming team work on their assigned tasks accordingly. After that, we test the pages and commit and push into the git. Then we started the project manager hand over ceremony.

Subsequently, we updated our project schedule and added more tasks to it. Finally, we ended off the meeting by assigning tasks to the two pair programming team with a deadline on 19 and 22 September 2017.

The meeting was adjourned at 10.30pm. These minutes will be circulated and adopted if there are no amendments reports in the next three days.

Prepared by,

Andy Ang

Vetted and edited by,

**Daniel**