| **Project Name:** | **Conference Management System** | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 05/11/2015 | **Location:** | Building17 Foyer |
| **Minutes Prepared By:** | Ruixi He | **Charge time to:** | n/a |

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| 1. Purpose of Meeting |
| Michael make a brief description of Laravel. |

| 2. Attendance at Meeting | | |
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| **Name** | **Attended** | **Role/Organization** | **E-mail** |
| Sandon Joubert | BD21301_ | UX Designer, Lead Developer - Dev team | ssj199@uowmail.edu.au |
| Michael Kong | BD21301_ | Project Sub-Manager - Dev team | mymk997@uowmail.edu.au |
| Ruixi He | BD21301_ | Database Administrator, Developer - Dev team | rh772@uowmail.edu.au |

| 3. Meeting Agenda |
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| The meeting will address issues such as:   * Features of Laravel |
|  |

| 4. Meeting Notes, Decisions, Issues |
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| Michael make a brief description to Sandon and Ruixi He:   * How to use * The features of Laravel * The performance of Laravel in database |

| 5. Action Items | | |
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| **Action** | **Assigned to** | **Due Date** |
| - | - | - |

| 6. Next Meeting | | | | | | |
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| **Date:** | | - | **Time:** | - | **Location:** | N/A |
| Agenda: | - | | | | | |