| **Project Name:** | **Conference Management System** | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 7/3/2016 | **Location:** | Building 3 |
| **Minutes Prepared By:** | LooYee Liew | **Charge time to:** | n/a |

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| 1. Purpose of Meeting |
| Raise questions on development progress if any. |

| 2. Attendance at Meeting | | |
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| **Name** | **Attended** | **Role/Organization** | **E-mail** |
| Matthew Boroczky |  | Project manager, Developer - Dev team | mb340@uowmail.edu.au |
| Sandon Joubert |  | UX Designer, Lead Developer - Dev team | ssj199@uowmail.edu.au |
| CY Lim |  | System Analyst, Developer - Dev team | cyl851@uowmail.edu.au |
| Michael Kong | BD21301_ | Project Sub-Manager - Dev team | mymk997@uowmail.edu.au |
| Blithe Fan | BD21301_ | Developer - Dev team | jf455@uowmail.edu.au |
| Toby He | BD21301_ | Database Administrator, Developer - Dev team | rh772@uowmail.edu.au |
| Loo Yee | BD21301_ | Developer - Dev team | lyl733@uowmail.edu.au |

| 3. Meeting Agenda |
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| The meeting will address issues such as:   * Getting used to development environment * Raise questions on utilizing the framework |
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| 4. Meeting Notes, Decisions, Issues |
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| * Junyan - Set up development environment * Michael and Toby – encounter problem on back end connection * Michael recommends AngularJS online tutorial |

| 5. Action Items | | |
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| **Action** | **Assigned to** | **Due Date** |
| Discover the AngularJS framework | LooYee, Junyan | Week 2 |
| Resolve back end set up issues | Michael, Toby | Week 10 |

| 6. Next Meeting | | | | | | |
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| **Date:** | | 9/3/2015 | **Time:** | 9:30 | **Location:** | Library GS2 |
| Agenda: | * Assign roles to front end team member | | | | | |