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| **Date:** | 2013-04-16 |
| **Start Time:** | 18:00 HKT |
| **End Time:** | 18:15 HKT |
| **Venue:** | MMW RM 2478 |
| **Attendance:** | KK, Jenny, Bill, Benson, Coffee, Gavin |

**Progress Report:**KK, Jenny, Bill, Benson, Coffee, Gavin : All tasks completed

**Discussion**:

1. Task assignment
   * Bill, KK, Jenny, Coffee, Benson, Gavin: prepare ppt file of their work
   * Jenny: combine the ppt file
2. rehearsal arrangement
   * 2013-04-25 16:00 First rehearsal
   * 2013-04-26 12:00 Final rehearsal