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| **Date:** | 5 NOV 2015 |
| **Time:** | 16:00 – 18:00 |
| **Venue:** | SMU LABS |
|  |  |
| **Attendees:** | Claudie, Dewang, Fu Yan, Gaoshuang, Miaoqiong |
|  |  |
| **Agenda:** | Iteration Close Tasks |

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| --- | --- | --- | --- |
|  |  |  | **Due Date** |
| 1 | Code Sharing | Fu Yan | 05 NOV 2015 |
| 2  3  4 | Metric Collection  PM Handover  Update next iteration | Fu Yan  Fu Yan  Fu Yan | 05 NOV 2015  05 NOV 2015  05 NOV 2015 |

The meeting was conducted at 1600 hours.

Prepared by,

De Wang

Vetted and edited by,

**Fu Yan**