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| **Date:** | 28 Sep 2015 |
| **Time:** | 12pm – 8pm |
| **Venue:** | Library gsr 4.6 & 4.10 |
|  |  |
| **Attendees:** | Claudie, Dewang, Fu Yan, Gaoshuang, Miaoqiong |
|  |  |
| **Agenda:** | 1. login testing  2. Unzip file coding  3. common validation for all data files  4. some part of file-specific validation  5. prepare for 2nd milestone, pm review |

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|  |  |  | **Due Date** |
| 1 | Login testing | Miaoqiong,Gaoshuang | 28 Sep 2015 |
|  | 2 Unzip File Coding | Miaoqiong,Dewang | 28 Sep 2015 |

3 common validation for all data files Gaoshuang, Fuyan 28 Sep 2015

4 part of file-specific validation Gaoshuang,Fuyan 28 Sep 2015

5 prepare for 2nd milestone Dewang, Claudie 28 Sep 2015

The meeting was adjourned at 4.30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Claudie

Vetted and edited by,

**DEWANG**