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| **Assignment 2**  **Meeting Minutes** | |
| Date | 5 October 2017 |

**Present**:

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| Alan Shen | X | Girishkumar Dhotarkar | X | Nagib Shah | X |
| Qiushi (Rachel) Zhang | X | Xinan (Langley) Ma | X | Young Choi | X |

**Minutes**

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| **Agenda** | * Discuss the presentation strucutre |
| **Outcome** | * **Discussion:**   + Discuss each section of presentation and figure out the content |
| **Actions** | * **Suggestions:**  1. Assign each one’ work and show different parts in next meeting  * **Discussion:**  1. Discussed and determined the structure of slides 2. Determined the outline according to the requiremtn and added more detail  * Introduction * Design * Implementation * Evaluation * Progress * Planning |
| **Conclusion(s)** | The overall presentation structure was determined |