Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 6

## Meeting Details

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| --- | --- |
| Date: | 09/18/2021 |
| Venue: | Book store |
| Attendees: | Yutai Tong  Bohan Cheng  Zico Z  Ci Song |
| Apologies: | N/A |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | A summary of the overall milestone1 development |
| 2 | Reset password function development |
| 3 | Testing |
| 4 | Design of administrator functions |
| 5 | Database update |

## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Reset password function development | Bohan Cheng | Bohan Cheng |
| 2 | Program Testing | Ci Song | Ci Song |
| 3 | Design of administrator functions | Yutai Tong | Yutai Tong |
| 4 | Database update | Zhihao Zhong | Zhihao Zhong |
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