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| **Date:** | 28/08/2019 |
| **Time:** | 15:00 to 19:00 |
| **Venue:** | SOA GSR 2-5 |
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| **Attendees:** | Wang Piao, Francine, Eugene, Minh, Risa |
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| **Agenda:** | 1. Discussing Project Scope, Deadline, Process, Requirements  2. Make sure each one of us have the same expectations for the project  3. Discuss some of the basic functional requirements + check everyone’s understanding of the project requirements  4. Create a centralized Trello dashboard and GitHub Repository |
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|  |  |  | **Due Date** |
| 1 | To brush up on PHP | Everyone | 4th September |
| 2 | To work on login page | Everyone | 4th September |

The meeting was adjourned at 19:00. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Francine

Vetted and edited by,

Minh