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| **Date:** | 6th October 2019 |
| **Time:** | 10 am to 5 pm |
| **Venue:** | SMU School of Information Systems |
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| **Attendees:** | All members |
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| **Agenda:** | 1. Round 1 Clearing Logic  2. Bidding Form creation |

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|  |  |  | **Due Date** |
| 1 | Filter form by school, course name and code | Eugene and Wang Piao | 8th Oct |
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| 2 | Filter form by instructor and calculate bidding eligibility | Francine and Risa | 8th Oct |

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| 3 | Update tasks onto Project Schedule | Minh | 8th Oct |

The meeting was adjourned at 5 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Eugene

Vetted and edited by,

Francine