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| **Date:** | 2nd September 2019 |
| **Time:** | 3.30 pm to 5.30pm |
| **Venue:** | Project Way |
|  |  |
| **Attendees:** | All members |
|  |  |
| **Agenda:** | 1. Plan our schedule 2. Delegate work |

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|  |  |  | **Due Date** |
| 1 | Create the database | Francine | 4th September 2019 |
| 2 | Gantt Chart on Trello | Wang Piao | 4th September 2019 |
| 3 | Login Page | Eugene | 4th September 2019 |
| 4 | Home Page | Minh | 4th September 2019 |
| 5 | Bidding Page | Risa and Francine | 4th September 2019 |

The meeting was adjourned at 5.30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Minh

Vetted and edited by,

Risa