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| **Date:** | 18th September 2019 |
| **Time:** | 3:30 pm to 7:00 pm |
| **Venue:** | LKS Library |
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| **Attendees:** | All members |
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| **Agenda:** | 1. Work on bootstrap  2. Project planning on excel |

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|  |  |  | **Due Date** |
| 1 | Brush up on Bootstrap | All members | 21 Sep |
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| 2 | Critical Path, start date and end date for each objective | Wang Piao and Eugene | 20 Sep |

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| 3 | Create sub-tasks objectives for project | Risa, Minh, and Francine | 21 Sep |

The meeting was adjourned at 7 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