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## MINUTES OF MEETING

### 1. MEETING INFORMATION

<b>SUBJECT:</b>	12 <sup>th</sup> Internal Meeting
<b>DATE:</b>	9 <sup>th</sup> January 2017
<b>TIME:</b>	10:00AM-5:30PM
<b>VENUE:</b>	SMU Lab
<b>ATTENDEES:</b>	Teh Kaixin (KX), Nabilah Banu (NAB), Chien Shu Yan (SY), Sean Kwok (SK), Nicole Goh (NIC)
<b>ABSENT WITH APOLOGIES:</b>	

### 2. MEETING RECORDS

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
1.	Rescope Reschedule Timeline Prepare Task Instructions, User Testing 2 Debug for previous iteration Start on iteration  To come up with more functions	TEAM	INFO
2.	The meeting ended at 5:30pm.	TEAM	INFO

The meeting was adjourned at 5:30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Recorded/ Updated by: Teh Kaixin  
Reviewed/Edited by: Nabilah Banu  
Date: 9<sup>th</sup> January 2017