Minutes of Meeting

# Meeting Information

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| SUBJECT: | 12th Internal Meeting |
| Date: | 9th January 2017 |
| Time: | 10:00AM-5:30PM |
| Venue: | SMU Lab |
| Attendees: | Teh Kaixin (KX), Nabilah Banu (NAB), Chien Shu Yan (SY), Sean Kwok (SK), Nicole Goh (NIC) |
| ABSENT WITH APOLOGIES: |  |

# 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: 9th January 2017