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| **Date:** | 23/09/2019 |
| **Time:** | 12:00-15:30 |
| **Venue:** | SIS 2-4 GSR |
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| **Attendees:** | Joshua  Sue-Anne  Sherman  Yizhou  Giles |
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| **Agenda:** | 1. Updated bootstrap  2. Created slide deck for PM review  3. Updated git structure  4. Created Test cases for bug metrics |

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|  |  |  | **Due Date** |
| 1 | Updated team on progress of bootstrap. Failed to meet deadline. Would need more time for completion of functionality. | Sherman,yizhou | 27 September 2019 |
| 2 | Created slides for PM review and start working on it | Joshua Giles, Sue-anne | 28 September 2019 |
| 3 | Book room for next few meeting 27th sept | Joshua, Giles, Sue-anne | 23 September 2019 |
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The meeting was adjourned at 3.30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Giles Chang

Vetted and edited by,

Giles Chang