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| **Date:** | 27/09/2019 |
| **Time:** | 12:00-18:00 |
| **Venue:** | SIS classroom b1-1 |
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| **Attendees:** | Joshua  Sue-Anne  Sherman  Giles |
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| **Agenda:** | 1. Integration of all features  2. Testing and compilation of data  3. Knowledge sharing and slides |

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|  |  |  | **Due Date** |
| 1 | Slides | Yizhou,Joshua | 29 September 2019 |
| 2 | Familiarize with content and codes | ALL | 29 September 2019 |
| 3  4 | Book room for next few meeting 30th sept  Review of documents and slides | Sherman,Sueanne  Giles | 29 September 2019  30 Septemeber 2019 |
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The meeting was adjourned at 6 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