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| **Date:** | 16 November 2019 |
| **Time:** | 3:00 PM – 5:00PM |
| **Venue:** | SIS Level 2 |
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| **Attendees:** | Goh Soo Chi, Wong Wei Ling, Lim Jia Yu, Beh Wei Chen, Shermin Tan |
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| **Agenda:** | 1. Complete final presentation slides 2. Read through wiki to ensure that all requirements have been met |

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| **No.** | **Task** | **Done by** | **Due Date** |
|  | - |  |  |

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

Prepared by,

Lim Jia Yu

Vetted and edited by,

Shermin Tan