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| **Date:** | 30 October 2019 |
| **Time:** | 2:00 PM – 4:00PM |
| **Venue:** | LKCSB SR 2.1 |
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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. Review team’s progress thus far 2. Go through codes 3. Prepare for UAT |

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| **No.** | **Task** | **Done by** | **Due Date** |
| 1 | - | - | - |

The meeting was adjourned at 4pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Wong Wei Ling

Vetted and edited by,

Beh Wei Chen