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| Date: | 17 Nov 2019 |
| Time: | 4.30 pm |
| Venue: | Discord |
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| Attendees: | Cliffen Lee; Qu Wen Rui; Yang ZhouYiFan, Khoo Xian Shuang |
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| Agenda: | 1. Prepare documents for final submission  2. Prepare slides for final presentation  3. Delegate tasks before final submission |

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| S/N | Agenda Item | Personnel | Due Date |
| 1 | Update bug log & prepare for final testing | Yifan & Wenrui | 17/11/2019 |
| 2 | Prepare final presentation slides | Cliffen & Xian Shuang | 17/11/2019 |
| 3 | Fix any problems found in final testing | Wenrui & Yifan | 17/11/2019 |
| 4 | Final submission | Everyone | 17/11/2019 |

Next Meeting and agenda:

1. Prepare for final presentation

The meeting was adjourned at 5.15 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Yifan

Vetted and edited by,

Wenrui