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| Date: | 16 Oct 2019 |
| Time: | 10.00 a.m. |
| Venue: | SIS GSR 3-1 |
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| Attendees: | Cliffen Lee, Qu Wen Rui, Yang Zhou Yi Fan, Khoo Xian Shuang |
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| Agenda: | 1. Review progress of iteration 2 & discuss mistakes 2. Prepare for Application Demo & Progress Update |

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| S/N | Agenda Item | Personnel | Due Date |
| 1 | Understand requirements for upcoming tasks | Everyone | 17 Oct 2019 |
| 2 | Be prepared to discuss planning and adjustments needed for iteration 3 | Everyone | 17 Oct 2019 |

Next Meeting and agenda:

* Detailed planning and adjustments needed for iteration 3
* Design of test plan for iteration 3

The meeting was adjourned at 10.40 a.m. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Wen Rui

Vetted and edited by,

Yi Fan