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| Date: August 10, 2017 |
| Time: 1430 – 1600hrs  |
| Location: Arup Meeting Room |
| Attended By: Friedemann Ang, Chris Deakin |

**Meeting Minute 01**

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| **No.** | **Agenda** | **Action By:** |
| 1 | Share information about ANLY482 and project structure | Friedemann |
| 2 | Discuss Chris’ engineering work and how data is used in Arup | Both |
| 3 | Sharing by Chris on his idea of how to use data to improve design | Chris |

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| **No.** | **Tasks Allocated** | **By (date):** | **Action By:** |
| 1 | Find teammate who will be in Singapore from Sept – Dec 2017 to liaise while overseas on exchange | October 10 | Friedemann |
| 2 | Clarify ‘Close-the-Loop’ idea and identify data sources | October 10 | Chris |
| 3 | Find colleagues who can work with us on this project | October 10 | Chris |