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| <b>Date</b>      | Friday, 02/03/2018   |
| <b>Time</b>      | 13:00 – 18:00  |
| <b>Venue</b>     | LKS Lib proj. 4-14   |
| <b>Attendees</b> | Tan Yong jin, Wu Wei, Wang Miaoqiong   |
| <b>Agenda</b>    | <ol style="list-style-type: none"> <li>1. <b>Polish output0, output1</b></li> <li>2. <b>Construct output2, output3</b></li> <li>3. <b>Update Wiki page</b></li> <li>4. <b>Consolidate latest metadata</b></li> </ol> |

| S/<br>N  | Item Discussed                     | Remarks  |
|----------|------------------------------------|--|
| <b>1</b> | <b>Polish output0, output1</b>     | Person in charge: Tan Yong Jin<br><br>Add slicers to output0 and output1.  |
| <b>2</b> | <b>Construct output2, output3</b>  | Person in charge: Miaoqiong, Tan Yong Jin  |
| <b>3</b> | <b>Update Wiki page</b>            | Person in charge: Miaoqiong, Wu Wei<br><br>In this task, we updated two pages, <ol style="list-style-type: none"> <li>a. Home page (project progress, project milestones section),</li> <li>b. Project Management Page (work plan section).</li> </ol> |
| <b>4</b> | <b>Consolidate latest metadata</b> | Person in charge: Wu Wei   |

Prepared by,

Wang Miaoqiong

Vetted by

Tan Yong jin and Wu Wei