

**Team éXi**

Meeting Minutes

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| Subject | Team Meeting Minutes 30 |
| Date | 9 Nov 2018 |
| Time | 21:00 – 22:00 |
| Venue | Stepping Stones Learning Center |

Attendees

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| --- | --- |
| Name | Attendance |
| Moh Moh San | Present |
| Riana | Present |
| Tang Hui Xin | Present |
| Thet Thet Yee | Present |
| Loo Wei Hua Shawn | Present |
| Zang Yu | Present |

Meeting Agenda

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| Agenda |
| 1. Discuss on feedbacks given   Summary of Discussion   * Discussed the feedbacks given by Mrs Lian Chee * Discussed the feedbacks given by Sponsor |
| 1. Progress Updates   Summary of Discussion   * Team members who had tasks to complete updated the team of the task status * Revisited work completed for potential areas of improvements * Clarification of any doubts and queries regarding work completed * Informed the team regarding setting up of Twillio account for sponsor |

Action Item

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| Action | Member Responsible | Due Date |
| - | - | - |

The meeting was adjourned at 10:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared By,

Shawn Loo

Vetted and Edited By,

Thet Thet Yee