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| **Date:** | 1 October 2017 |
| **Time:** | 2.00pm-6.00pm |
| **Venue:** | LIB PR ROOM 2-5 |
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| **Attendees:** | Yew Kit, Wei Shen, Sidra, Rayney, Jonathan |
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| **Agenda:** | 1. Prepare for midterm presentation and check all the documentation is in order. 2. Test and debug any bugs present. 3. Prepare for user testing. |
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|  | **Task** | **Member In charge** | **Due Date** |
|  |  |  |  |
| 1 | Complete tasks for midterm | Everyone | 5 October 2017 |

**Important discussion points:**

The meeting was adjourned at 6.00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Sidra

Vetted and edited by,

Yew Kit