Internal Meeting Minutes 17

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| **Date:** | 02/02/2018 |
| **Time:** | 7.30pm – 8.30pm |
| **Venue:**  | SMU labs level 1 bench |
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| **Attendees:** | Gao Hai Long, Liu Jia Meng, Zhang Xiao Yu, Zhang Yu Zhe, Gary Quek Jian Zhang |
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| **Agenda:** | 1. Discuss app modification base on changed business model
2. Update wiki according to changed business model
3. Prepare for Mid term
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| **S/N** | **Task** | **Assigned to** | **Due Date** |
| 1 | Discuss app modification base on changed business model | All | 6/02/2018 |
| 2 | Update wiki | Zhang Yu Zhe | 14/02/2018 |
| 3 | Prepare for Mid term | All | 14/01/2018 |

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| **Time** | **Point** | **Action** |
| 7.30pm | Meeting starts  | Discuss agenda for today |
| 7.45pm | Discuss app modification base on changed business model | 1.Xiao yu and Jia Meng to Drop private vehicle related function2.Hai Long and Gary to Add nearby task notification such that deliverer can take multiple task together to save time |
| 8.05pm | Update wiki according to changed business model | Zhang Yu Zhe to change wiki content according to changed business model  |
| 8.15pm | Prepare for Mid term | All to prepare for mid termFinish App and deploy to apple store |

The meeting was adjourned at 8.30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

**Zhang Yu Zhe**

Vetted and edited by,

**Gao Hai Long**