**Minutes**

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| **Date:** | 240812 |
| **Time:** | 1400hrs  |
| **Venue:** | SISS R-Lab |
| **Attendees:** | 1. Ang Wee Long
2. Christie Jeremy
3. Kelvin Tan Kah How
4. Chong Wen Xiong
5. Cynthia Teo Jia Ling

**Absent with Apologies:**1. Lim Ming Hong
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| **Agenda:** | 1. Reschedule of Google Doc Integration
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| **Agenda** | **Details** | **Done By** | **Due Date** |
| **1** | Reschedule of Google Doc Integration* Christie informed the team that he is unable to complete the Google Doc Integration by this iteration 7.
* According to the schedule metric, the team had called upon a meeting to review on the project plan. It was decided that Google Doc Integration will have to continue on iteration 8 together with Chronoline (Timeline) concurrently.
 | **All** | **-** |

**The meeting was adjourned at 1440hrs. These minutes will be circulated and adopted if there are no amendments reported in the next three days.**

**Prepared by,**

Cynthia Teo

**Vetted and edited by,**

Chong Wen Xiong