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| **Date:** | 25/10/2016 |  |
| **Time:** | 11am |  |
| **Venue:**  | Online |  |
|  |  |  |
| **Attendees:** | Tan Kun ShengLi YingNanChia Hui MinWee Chong WeiOng Ming HaoProf David |  |
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| **Agenda:** | 1. Update supervisor progress
2. Demo our system
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|  | Task | Done by | Due Date |
| 1 | Prepare PowerPoint Slides for presentation rehearsal | Michael | 22/11/2016 |

**Done during meeting:**

1. Showed Prof David what we have done.
2. We plan to finish development at iteration 12 and below are the modules are what we need to complete.
	1. Analytics
	2. Poster submission
	3. Notification module
	4. Improvise usability
	5. Bug existing
3. We removed Self-Propose Project function. Course Coordinator will use the create projects page for self- proposed project.
4. We plan to have another Student User Test next Tuesday 1st October 2016.
5. Last 2 meetings—8 November 2016 and 22 November 2016
	1. 22 November 2016 is a presentation rehearsal.

The meeting was adjourned at 12pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Chia Hui Min