

**Meeting Minutes**

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| **Meeting Type**  | Team & Sponsor |
| **Meeting Number** | 25 |
| **Date & Time** | 16 February 2016  |
| **Venue**  | SOE GSR 2-14 |
| **Secretary**  | Chor Yi |
| **Attendees** | Tan Kia YongLoh Chung KitJeon Je MinChor Yi Rusydi  |

**AGENDA**

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| **No.** | **Agenda**  |
| 1 | Presentation Rehearsal & Updates  |

**MINUTES**

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| **No.** | **Agenda**  | **Discussion** |
| 1 | Presentation Rehearsal  | Team rehearsed presentation and found some errors in presentation slides, e.g. schedule & risk managementChor Yi will make the necessary edits and upload latest version of slides by 3pm tomorrow. In addition, team went through demo for presentation and found some parts to smoothen as well. Kia Yong & Chung Kit will be working on them. JJ has identified some parts which he want to improve for the UI and will be working on them. Team to meet in the afternoon to rehearse presentation again .  |

**ACTION ITEMS**

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| **Task** | **Due Date**  | **In-charge** |
| Edits | 17 Feb  | Chor Yi  |
| Integration & Demo | 17 Feb | Kia Yong & Chung Kit & JJ |