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| **Date:** | 30 December 2015, Wednesday |
| **Time:** | 10:00am - 11:00am |
| **Venue:** | SIS GSR 3-1 |
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| **Attendees:** | Yee Shu Wen, Wei Xiaoxin, Wu Di, Xing Yujie |
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| **Agenda:** | 1. Prepare for Supervisor Meeting 1 |

**Actions taken:**

1. Go through what to tell our Supervisor during our first Supervisor Meeting with Prof Chris Boesch. This includes rough introduction of our client, project, schedule as well as project demo.

The meeting was adjourned at 11:00 am. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

**Yee Shu Wen**