**Invenio Meeting Minutes 13/2/14**

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| **Date:** | 13/2/2014 |
| **Time:** | 1300Hrs |
| **Venue:** | School of Accountancy |
| **Attendees:** | William CHUNG Wui Lun  Benjamin TAN Kei Rong  LOW Ren Jie Jen  Pearlyn NEO |
| **Absent with apologies:** | LIM Quan Heng |
| **Agenda:** | 1. Discussion on Midterms and Stakeholder Meeting |

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| **No.** | **Description** | **Overseen by/Remarks** | **Due Date** |
| 1. | **Discussion on Midterms and Stakeholder Meeting**   * Prepare on issues to update Stakeholder * Testing of app and web app – ensure app is usable for meeting tomorrow * Start preparation on Midterm Wiki and Slides | Benjamin TAN Kei Rong  LOW Ren Jie Jen  Pearlyn NEO  William CHUNG |  |

The meeting was adjourned at 4pm. The next meeting will be held on Thursday, 15th February 2014, 1pm at SIS.

These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by, Pearlyn Neo

Vetted and edited by, William Chung