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| **IS480 Team Meeting Minutes (4 June)** |

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| **Date** | 4 June 2014 |
| **Time** | 2:30pm- 4:30pm |
| **Venue** | SIS Level 3 |
| **Attendees** | Chan Yun RuKenneth LiowMelvin LeongHattie RenYing Neng |
| **Agenda** | Discuss about technology to be used and finalizing of proposal |

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| **S/N** | **Meeting Points** | **Follow Up Actions** |
| 1. | * Set up subversion together
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| 2. | * Discussed about different technologies that can be used for the project and assigned each member to research on the technologies discussed
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| 3. | * Went through all the different sections of the proposal done by different members together and made changes together as a team
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| 4. | * Delegated different sections of the proposal for final touch up before finalizing the entire proposal
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| 5.  | * Discussed common timing for an upcoming sponsor meeting
 | Yun Ru |

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| **Prepared By** | Chan Yun Ru |
| **Time** | 5 June 2014, 7:30pm |

**The meeting was adjourned at 4:30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.**