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| **Date:** | 11 September 2017 |
| **Time:** | 3.45pm-5.00pm |
| **Venue:**  | SIS Level 5 |
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| **Attendees:** | Yew Kit, Wei Shen, Sidra, Rayney, Jonathan |
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| **Agenda:** | 1. Update supervisor of our progress
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| **Important discussion points:** | 1. Get real clients soon if possible?
2. Pdf or excel icons to represent cover picture for uploaded document?
3. Be clear of Yoshi’s business model
4. User interface issue for add new content: image takes up a lot of space: Solution: This whole image part only shows up after link or document is uploaded because no image looks ugly
5. Can people from the same company take content from same company even if they not from the same curriculum. **Should have a company level repo?**
6. Role Management: Quite restrictive? Can change role of user in user management? If previous course admin leaves and new one comes can still reuse same curriculum?
7. Change Management: Requirement/architecture change, team change etc should be included
8. Push back notifications for now.
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**Important discussion points:**

The meeting was adjourned at 5.00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Sidra

Vetted and edited by,

Yew Kit