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| **Date:** | 15/03/2016 |  |
| **Time:** | 2.30pm |  |
| **Venue:** | Prof Ben Gan’s Office |  |
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| **Attendees:** | Tan Kun Sheng  Li YingNan  Chia Hui Min  Ong Ming Hao  Wee Chong Wei  ~~Kenneth Wong Xiong Kai~~ |  |
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| **Agenda:** | 1. Goals and Objectives of IS480 Management System |  |

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|  | Task | Done by | Due Date |
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**Done during meeting:**

* Found out the goals of the IS480 management system project
* Functions that has to be completed before IS480 management system project
* Learn more about the clients and their requirements for the IS480 management system project.

The meeting was adjourned at 3.30pm These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Michael Ong