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| meeting Minutes | |
| SYSTEM development | |
| Date: | September 8th |
| Time: | 09: 00 AM |
| Recorder of the Meeting: | ZHENG XUE |

# In attendance

LELE WEI, YAO WU, ZHENG XUE, SHUNZI YAO, CHUMEI ZHANG

# Approval of minutes

The minutes were read from the last meeting and approved.

# reports

* Presented information resulting from discussions with the client.
* Discussion Points:

1. Talk about the feedback of questionaries from client .
2. Preliminarily determined a relatively satisfactory design plan
3. Start design the UI. The assigned work is as follows:
4. Homepage (chunmei zhang & zheng xue)
5. Products exhibition (shunzi yao or yao wu)
6. About US & Contact US (lele wei)
7. FAQ, Request a quote, Order form(yao wu or shunzi yao)

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* Next Steps: After preliminary page design, the group will start to build the website.

# Next meeting

## Next meeting will be held on September 14th.

Motion to adjourn was made at 10:45 a.m. and was passed unanimously.