# **Meeting Information**

| Meeting Title (Times): | Forth meeting(4th) |
| --- | --- |
| Date of Meeting: | Nov 16th 2018 |
| Venue: | Library |
| Minutes Prepared By: |  |

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| 1. Purpose of Meeting |
| * **Keep on discussing the business diagram.** |

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| 2. Attendance at Meeting | |
| **Name** | **Roles** |
| Congyu Cai | Researcher/Software Developer |
| Zhangyi Shen | Researcher/Software Developer |
| Ren Bin | Researcher/Software Developer |
| Ying He | Researcher/Software Developer |

| 3. Meeting Notes, Decisions, Issues | | | |
| --- | --- | --- | --- |
| * **Discuss the business process.** | | | |
| 4. Action Items | | | |
| Action | Assigned to | Due Date | Status |
| Continue to complete the business process diagram. | Congyu Cai | 19 Nov 2018 |  |
| Continue to complete the business process diagram. | Zhangyi Shen | 19 Nov 2018 |  |
| Continue to complete the business process diagram. | Bin Ren | 19 Nov 2018 |  |
| Continue to complete the business process diagram. | Ying He | 19 Nov 2018 |  |

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| 5. Next Meeting | | | | | |
| *Target Date:* | *This Friday* | *Time:* | 19 Nov 2018 | *Location:* | Library |
| *Objectives:* | Communicate with teammates about the business process diagram. | | | | |