# **Meeting Information**

| Meeting Title (Times): | Twenty fifth meeting(25th) |
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| Date of Meeting: | Feb 1st 2019 |
| Venue: | Video meeting |
| Minutes Prepared By: |  |

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| 1. Purpose of Meeting |
| * Start the Create Order function. |

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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 | | | |
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| * **Start the Create Order function.** * Start the front-end development. | | | |
| 4. Action Items | | | |
| Action | Assigned to | Due Date | Status |
| Continue to work on coding. | Congyu Cai | 15 Feb 2019 |  |
| Continue to work on coding. | Zhangyi Shen | 15 Feb 2019 |  |
| Continue to work on coding. | Bin Ren | 15 Feb 2019 |  |
| Continue to work on coding. | Ying He | 15 Feb 2019 |  |

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| 5. Next Meeting | | | | | |
| *Target Date:* |  | *Time:* | 15 Feb 2019 | *Location:* | Library |
| *Objectives:* | Communicate with teammates about the coding progess. | | | | |