# **Meeting Information**

| Meeting Title (Times): | Twenty sixth meeting(26th) |
| --- | --- |
| Date of Meeting: | Feb 15th 2019 |
| Venue: | Video meeting |
| Minutes Prepared By: |  |

|  |
| --- |
| 1. Purpose of Meeting |
| * Check the completion of the Create Order function. |

|  |  |
| --- | --- |
| 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 | | | |
| --- | --- | --- | --- |
| * **Check the completion of the Create Order function.** * Because we are in the Spring Festival and holiday in early February, so we only have little progress. We must speed up. | | | |
| 4. Action Items | | | |
| Action | Assigned to | Due Date | Status |
| Continue to work on coding. | Congyu Cai | 18 Feb 2019 |  |
| Continue to work on coding. | Zhangyi Shen | 18 Feb 2019 |  |
| Continue to work on coding. | Bin Ren | 18 Feb 2019 |  |
| Continue to work on coding. | Ying He | 18 Feb 2019 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5. Next Meeting | | | | | |
| *Target Date:* | *Next Monday* | *Time:* | 18 Feb 2019 | *Location:* | Library |
| *Objectives:* | Communicate with teammates about the Create Order function development. | | | | |