# **Meeting Information**

| Meeting Title (Times): | Third meeting (3rd) |
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| Date of Meeting: | 19 Nov 2018 |
| Venue: | Sainan 304 |
| Minutes Prepared By: | Ying He |

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| 1. Purpose of Meeting |
| * Check the business process diagram * Schedule the tasks to be completed next week |

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| 2. Attendance at Meeting | |
| **Name** | **Roles** |
| Huijuan Lu | Instructor |
| Minchao Ye | Instructor |
| 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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| * **Check the business process diagram** * Business process diagram should be based on systems. Each part in the diagram needs to be connected. * **Review the first speech of graduation project** * The size of font in the PowerPoint is too small. * Mockup and functional module can be displayed in the PowerPoint. * **E-R diagram needs to be done** * Entity and relation need to be determined in E-R diagram.   In this week, team members need to complete the modification of business process diagrams, E-R diagrams, data dictionaries, and relational models | | | |
| 4. Action Items | | | |
| Action | Assigned to | Due Date | Status |
| The business process diagram has been modified and completed. The E-R diagram, data dictionary, and relational model have been completed. | Congyu Cai | 26 Nov 2018 |  |
| The business process diagram has been modified and completed. The E-R diagram, data dictionary, and relational model have been completed. | Zhangyi Shen | 26 Nov 2018 |  |
| The business process diagram has been modified and completed. The E-R diagram, data dictionary, and relational model have been completed. | Bin Ren | 26 Nov 2018 |  |
| The business process diagram has been modified and completed. The E-R diagram, data dictionary, and relational model have been completed. | Ying He | 26 Nov 2018 |  |

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| 5. Next Meeting | | | | | |
| *Target Date:* | *Next week* | *Time:* | 26 Nov 2018 | *Location:* | Sainan 304 |
| *Objectives:* | Communicate with Ms.Lu and Mr.Ye about the modification of business process diagram, ER diagrams, data dictionaries, and relational models we have completed. | | | | |