# **Meeting Information**

| Meeting Title (Times): | First meeting(1st) |
| --- | --- |
| Date of Meeting: | 8 Sep 2018 |
| Venue: | Sainan 304 |
| Minutes Prepared By: | Bin Ren |

|  |
| --- |
| 1. Purpose of Meeting |
| * Total Project division and arrangement * Schedule the tasks to be completed next week * Discussion on overall project planning |

|  |  |
| --- | --- |
| 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 | | | |
| --- | --- | --- | --- |
| * **Division of labor for the whole project** * Client application design assigned to Congyu Cai * Merchant application interface and management platform (web application) design assigned to Ying He * Merchant application design assigned to Bin Ren * Database interface and management platform design assigned to Zhangyi Shen   In this week, team member need to discuss the detail functions of the project and implementation method in detail. | | | |
| 4. Action Items | | | |
| Action | Assigned to | Due Date | Status |
| Group discussion of the total project about the functions in detail,like registration function, logging in function and so forth. Consult relevant information according to the responsible work content. | Congyu Cai | 12 Sep 2018 |  |
| Group discussion of the total project about the functions in detail,like registration function, logging in function and so forth. Consult relevant information according to the responsible work content. | Zhangyi Shen | 12 Sep 2018 |  |
| Group discussion of the total project about the functions in detail,like registration function, logging in function and so forth. Consult relevant information according to the responsible work content. | Bin Ren | 12 Sep 2018 |  |
| Group discussion of the total project about the functions in detail,like registration function, logging in function and so forth. Consult relevant information according to the responsible work content. | Ying He | 12 Sep 2018 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5. Next Meeting | | | | | |
| *Target Date:* | *Next week* | *Time:* | 12 Sep 2018 | *Location:* | Sainan 304 |
| *Objectives:* | Communicate with Ms.Lu and Mr.Ye about the detail function and implementation method we discuessed. | | | | |