# **Meeting Information**

| Meeting Title (Times): | Seventh meeting(7th) |
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| Date of Meeting: | 20 Dec 2018 |
| Venue: | Sainan 304 |
| Minutes Prepared By: | Bin Ren |

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| 1. Purpose of Meeting |
| * Show the total documentation of prepared work. * Show the prototype |

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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 |
| Bin Ren | Researcher/Software Developer |
| Ying He | Researcher/Software Developer |

| 3. Meeting Notes, Decisions, Issues | | | |
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| * Show the first prototype of two android app and a web management system * finish the prepared document * modify the prototype | | | |
| 4. Action Items | | | |
| Action | Assigned to | Due Date | Status |
| Modify the prototype and finish the former document | Congyu Cai | 24 Dec 2018 |  |
| Modify the prototype and finish the former document | Zhangyi Shen | 24 Dec 2018 |  |
| Modify the prototype and finish the former document | Bin Ren | 24 Dec 2018 |  |
| Modify the prototype and finish the former document | Ying He | 24 Dec 2018 |  |

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| 5. Next Meeting | | | | | |
| *Target Date:* | *Next week* | *Time:* | *24 Dec 2018* | *Location:* | Sainan 304 |
| *Objectives:* | show the modified prototype | | | | |