# **Meeting Information**

| Meeting Title (Times): | Sixth meeting (6th) |
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| Date of Meeting: | 12 Dec 2018 |
| Venue: | Sainan 304 |
| Minutes Prepared By: | Ying He |

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| 1. Purpose of Meeting |
| * Check the PowerPoint of the first oral defense for graduation project. * Check all the mid-term materials we have done. * 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 PowerPoint of the first oral defense for graduation project.** * Too many words on PPT. We need to brief content. * The fonts are too small on some pages. * Block diagram can be used on some pages to brief content. * The burndown chart needs to be drawn by using software. * The Gantt Chart need to be divided into several parts to display. * **Mid-term materials** * Business process diagram. * Data Dictionary. * E-R diagram. * Relational Model. * Prototypes (Order provider side, Deliverymen side, Management platform webpage).   In this week, team members need to finish the interim report and database. | | | |
| 4. Action Items | | | |
| Action | Assigned to | Due Date | Status |
| Complete the interim report. | Congyu Cai | 20 Dec 2018 |  |
| Complete the interim report. | Zhangyi Shen | 20 Dec 2018 |  |
| Complete the interim report. | Bin Ren | 20 Dec 2018 |  |
| Complete the interim report and database. | Ying He | 20 Dec 2018 |  |

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| 5. Next Meeting | | | | | |
| *Target Date:* | *Next week* | *Time:* | 20 Dec 2018 | *Location:* | Sainan 304 |
| *Objectives:* | Communicate with Ms.Lu and Mr.Ye about interim report and database. | | | | |