# **Meeting Information**

| Meeting Title (Times): | Fifth meeting (5th) |
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| Date of Meeting: | 6 Dec 2018 |
| Venue: | Sainan 304 |
| Minutes Prepared By: | Zhangyi Shen |

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| 1. Purpose of Meeting |
| * Check the proposal. * 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 proposal** * Some development tools are inappropriate * Content should not be duplicated, and the functional framework of requirement analysis should be structured.   **Check the Gantt chart**   * The Chinese on the interface should be converted into English. * **Mockup and functional module can be displayed in the PowerPoint.** * **The proposal is supposed to be finished.** * **The tables of our database will be done.** * **The System module should be done.**   In this week, team members need to finish the proposal,PowerPoint,UI design,static page,tables of our database and system module. | | | |
| 4. Action Items | | | |
| Action | Assigned to | Due Date | Status |
| Completing the proposal (first version), PowerPoint,UI design,static page,tables of our database and system module. | Congyu Cai | 12 Dec 2018 |  |
| Completing the proposal (first version), PowerPoint,UI design,static page,tables of our database and system module. | Zhangyi Shen | 12 Dec 2018 |  |
| Completing the proposal (first version), PowerPoint,UI design,static page,tables of our database and system module. | Bin Ren | 12 Dec 2018 |  |
| Completing the proposal (first version), PowerPoint,UI design,static page,tables of our database and system module. | Ying He | 12 Dec 2018 |  |

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| 5. Next Meeting | | | | | |
| *Target Date:* | *Next week* | *Time:* | 12 Dec 2018 | *Location:* | Sainan 304 |
| *Objectives:* | Communicate with Ms.Lu and Mr.Ye about some details about proposal report,some mockups of our APPs,static page and database. | | | | |