|  |  |  |  |
| --- | --- | --- | --- |
|  |  | AUT R&D Project 2019 | |
|  |  | Meeting Minutes | |
|  |  |  |  |
|  | **Meeting Information** |  |  |
|  |  |  |  |
|  | Meeting Title (Times): | Twenty first meeting(21th) |  |
|  |  |  |  |
|  | Date of Meeting: | 29 Mar 2019 |  |
|  |  |  |  |
|  | Venue: | Sainan 304 |  |
|  |  |  |  |
|  | Minutes Prepared By: | Bin Ren |  |
|  |  |  |  |

**1. Purpose of Meeting**

* Check the progress of the project
* Discuss schedule in the following period

**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**

* **Current process**

*The progress of our project is too slow. We need to catch up as soon as possible. Android has not been implemented to connect to the server and mysql, and the web management system also not completed.*

This weekend, we need to schedule the last phase in detail, and try to accelerate the progress of the project, and realize the basic functions of app and web. The assignment is connecting app with server and database and also continue to complete the web management system in the next week.

*Page 1 of 2*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | AUT R&D Project 2014 | |  |  |  |
|  |  | Meeting Minutes | |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **3. Meeting Notes, Decisions, Issues** | |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **4. Action Items** |  |  |  |  |  |
|  |  |  |  |  |  | |
|  | Action | Assigned to | Due Date | Status |  |  |
|  |  |  |  |  |  |  |
|  | Connecting app with server | Congyu Cai | 29 Mar 2019 |  |  |  |
|  | and database |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Completing the web | Zhangyi | 29 Mar 2019 |  |  |  |
|  | management system | Shen |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Connecting app with server | Bin Ren | 29 Mar 2019 |  |  |  |
|  | and database |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Completing the web | Ying He | 29 Mar 2019 |  |  |  |
|  | management system. |  |  |  |  |  |
|  |  |  |  |  |  |  |

**5. Next Meeting**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Target Date:* | *Next week* | *Time:* | 4 April 2019 | *Location:* | Sainan 304 |
|  |  |  |  |  |  |
| *Objectives:* | Communicate with Ms.Lu and Mr.Ye about the coding process. | | | | |
|  |  |  |  |  |  |

*Page 2 of 2*