# **Meeting Information**

| Meeting Title (Times): | Twenty third meeting (23rd) |
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| Date of Meeting: | 12 Apr 2019 |
| Venue: | SaiNan 304 |
| Minutes Prepared By: | Congyu Cai |

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| 1. Purpose of Meeting |
| * Check the process * 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 process** * We do not have enough time to finish personal information * We must use this week to test the all of function * If we have time, we can finish the personal information * **Schedule the tasks to be completed next week** * Classify the document | | | |
| 4. Action Items | | | |
| Action | Assigned to | Due Date | Status |
| Finishing Order Evaluation | Congyu Cai | 7 May 2019 |  |
| Finishing Order Evaluation | Zhangyi Shen | 7 May 2019 |  |
| Finishing Order Evaluation | Bin Ren | 7 May 2019 |  |
| Finishing Order Evaluation | Ying He | 7 May 2019 |  |

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| 5. Next Meeting | | | | | |
| *Target Date:* | *Next week* | *Time:* | 7 May 2019 | *Location:* | Sainan 304 |
| *Objectives:* | Communicate with Ms.Lu and Mr.Ye about the programming | | | | |