# **Meeting Information**

| Meeting Title (Times): | First meeting(1st) |
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| Date of Meeting: | Nov 5th 2018 |
| Venue: | Library |
| Minutes Prepared By: |  |

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| 1. Purpose of Meeting |
| * Check the prototype. * Start to make capstone presentation PowerPoint. * Check the proposal. |

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| 2. Attendance at Meeting | |
| **Name** | **Roles** |
| 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 prototype.** * **Start to make capstone presentation PowerPoint.** * Determine the framework of the PowerPoint. * PPT need to be completed. * **Check the proposal.** | | | |
| 4. Action Items | | | |
| Action | Assigned to | Due Date | Status |
| Complete the PowerPoint. | Congyu Cai | 12 Nov 2018 |  |
| Complete the PowerPoint. | Zhangyi Shen | 12 Nov 2018 |  |
| Complete the PowerPoint. | Bin Ren | 12 Nov 2018 |  |
| Complete the PowerPoint. | Ying He | 12 Nov 2018 |  |

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| 5. Next Meeting | | | | | |
| *Target Date:* | *Next Monday* | *Time:* | 7 Dec 2018 | *Location:* | Library |
| *Objectives:* | Communicate with teammates about capstone presentation PowerPoint. | | | | |