Minutes of Fourth Meeting

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| Location: | Robot Intelligence Lab |
| Date: | 29/MAY/2018 |
| Time: | 16:00 – 16:30 |
| Attendees: | Tao-Wei Chan, Thomas Cottin, Ingrid Jiang, Nicholas Ting |

# Agenda items

1. Go through the mark scheme for the leaflet and the poster.
2. Discussion about the design and content of the leaflet and the poster.
3. Set up milestones.

# Summary

1. Basic design and structure of both the leaflet and the poster were agreed upon.
2. First draft of the leaflet is to be finished in two days.