

## Third Formal Meeting

Tuesday, October 30, 2018 3:39 PM

- **Participants:** Yifan Zhang, Fei Wang, Peng Xiao, Dawen Feng, Yitu Wang, Dave
- **Time:** 2018.10.30 14:30 - 15:00
- **Meeting Recorder:** Yifan Zhang (Gabriel)
- **Contents:**
  - **Details about the interview**
    - Does Franco reply the email?
      - No. We came to her office to meet.
    - Where to hold the meeting? (what other people do?)
      - ***IN Trent 437. The other people will not show up at that time.***
    - **A brief report about the meeting preparation works (by Darren and Ted)**
      - e.g. questions, procedures, etc.
      - **Important points before asking questions:**
        - ☐ **Give her consent form and information sheet.**
        - ☐ **Ask for her permission to record.**
  - **Weekly Report:**
    - What we did in the past week.
    - The plan for the week.
    - The help we may need.
  - **Meeting VAV:**
    - Preparing email
    - **Put all needed files on the Moodle**
  - **When shall we meet the last year team and get their source code?**
  - **Read Chapter 5 and get familiar with methods and languages mentioned in it.**
    - **Make summary about what you learned.**