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| --- | --- | --- | --- | --- | --- | --- |
| Meeting minutes | | | | | | |
| Date | 18 Oct 2017 | | Time | | | 17:00 – 17:30 |
| Place | Grandpa tea | | Recorder | | | Wenzhu Hou |
| Attendance | Junhao Zhang, Wenzhu Hou, Shihe Wang, Jingjie Xu, Botian Zheng | | | | | |
| Absent（reason） |  | | | | | |
| Late（reason） |  | | | | | |
| Conference Content | | | | | | |
| 1. Equipment requirement 2. Software requirement specification 3. Team Roles:   The first term: Report  The second term: Software   1. Question in Formal meeting: 2. Structure of report 3. Language and platform 4. Requirement from customer 5. Recommend tools 6. Background: market 7. Revise Software Engineering 8. Learn Github 9. Build website | | | | | | |
| Conclusion | | | | | | |
| Duties | | principal | | deadline | requirement· | |
| Meeting minutes of website | | Wenzhu Hou& Jingjie Xu | | 24 Oct 2017 |  | |
| Frame of website | | Shihe Wang& Botian Zheng | | 24 Oct 2017 |  | |
| Group member of website | | Junhao Zhang | | 24 Oct 2017 |  | |
| Hyperlink of website | | Junhao Zhang | | 24 Oct 2017 |  | |
| The whole website | | All members | | 25 Oct 2017 |  | |