Meeting Agenda – [Client Meeting]

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting Information | | | |
| Objective: | Get the data of library (e.i. books location, and printer’s location etc.) | | |
| Date: | 09/26/2019 | Location: | King 106 |
| Time: | 6:00 AM | Meeting Type: | 09/26 5:00 |
| Call-In Number: | 02 | Call-In Code: | C02 |
| Attendees: | All members | | |

**Preparation for Meeting**

## Please Read:

Priority List of Items.docx

## Please Bring:

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTION ITEMS FROM PREVIOUS MEETING** | | **RESPONSIBLE** | **DUE DATE** |
| 1 | None | [Name] | [Date] |
| 2 |  |  |  |
| 3 |  |  |  |
| **AGENDA ITEMS** | | **PRESENTER** | **TIME ALLOTTED** |
| 1 | A priority list of items | Yixin Li | 5 minutes |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

MINUTES: 20 minutes (5:00 ~ 5:20)

|  |  |  |  |
| --- | --- | --- | --- |
| **NEW ACTION ITEMS** | | **RESPONSIBLE** | **DUE DATE** |
| 1 | Collect data for books (call number and shelf) | Caowen Kai, Yangkai Zhang | Oct. 4th |
| 2 | Research the way of drawing map | Yang Yi,  Yixin Li | Oct. 4th |
| 3 |  |  |  |

**OTHER NOTES OR INFORMATION**

This week we saw the some shelves in the library to start thinking about connecting book call numbers with a location. And knowing the orientation of getting things to do.