Meeting Agenda – [Status Report]

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting Information | | | |
| Objective: | Report the current state of the project | | |
| Date: | 10/7 | Location: | Benton 015 |
| Time: | 2:30 PM | Meeting Type: | report |
| Call-In Number: | 02 | Call-In Code: | R02 |
| Attendees: | All members | | |

**Preparation for Meeting**

## Please Read:

[Working stage files](https://drive.google.com/drive/u/1/folders/1vaY_L2rhvt--yv0auXe8i3PEl0oLEfsl)

## Please Bring:

None

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTION ITEMS FROM PREVIOUS MEETING** | | **RESPONSIBLE** | **DUE DATE** |
| 1 | None |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| **AGENDA ITEMS** | | **PRESENTER** | **TIME ALLOTTED** |
| 1 | [cmx System](https://drive.google.com/drive/u/1/folders/1vaY_L2rhvt--yv0auXe8i3PEl0oLEfsl) | Yixin Li | 3 minutes |
| 2 | [Book information](https://docs.google.com/spreadsheets/d/1vhjhypjFvwf1LY1FxxovLBBCeN4QQWkBN2nxrwS5Y1g/edit#gid=699586593) | Wenkai Cao | 1 minute |
| 3 | [Priority List](https://docs.google.com/document/d/14W38W76lILDyMHFdHX2-E2HW-Ql3V1hL865JyAsO6_I/edit) | Yixin Li |  |
| 4 |  |  |  |

MINUTES: 20Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| **NEW ACTION ITEMS** | | **RESPONSIBLE** | **DUE DATE** |
| 1 | Task plan board(Trello) | Yixin Li | 10/08 |
| 2 | Pseudocode for navigation system | Yixin Li, Yi Yang | 10/14 |
| 3 |  |  |  |

**OTHER NOTES OR INFORMATION**