Meeting Agenda – Client meeting

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| Meeting Information | | | |
| Objective: | Report the weekly progress | | |
| Date: | 28/10/2019 | Location: | Amstrong |
| Time: | 15:00 ~ 15:30 | Meeting Type: | Client Meeting |
| Call-In Number: | 05 | Call-In Code: | A05 |
| Attendees: | Yixin Li, Yang Yi, Wenkai Cao, Yangkai Zhang, Meng Qu(Client) | | |

**Preparation for Meeting**

## Please Read: None

## Please Bring: laptop

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| **ACTION ITEMS FROM PREVIOUS MEETING** | | **RESPONSIBLE** | **DUE DATE** |
| 1 | Working algorithm for a single floor (apply virtual data and get the shortest path) | Yixin Li | 10/24 |
| 2 | Mobile app interactive user interface | Yi Yang | 10/24 |
| 3 |  |  |  |
| **AGENDA ITEMS** | | **PRESENTER** | **TIME ALLOTTED** |
| 1 | Demonstration of our navigation algorithm | Yixin Li | 5 minutes |
| 2 | Mobile user interface (confirm with the client) | Yi Yang | 5 minutes |
| 4 | Free Q&A for forwarding directions | All members | 10 minutes |

MINUTES: 30 Minutes

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| **NEW ACTION ITEMS** | | **RESPONSIBLE** | **DUE DATE** |
| 1 | Functional algorithm for multiple floors | Yixin Li | 11/4 |
| 2 | Adjusted mobile app UI | Yi Yang | 11/4 |
| 3 | Cleaner map data | Wenkai Cao, Yangkai Zhang | 11/4 |

**OTHER NOTES OR INFORMATION**