20-03-20 MIAMI LIB FINDER

Meeting Agenda – Client meeting

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| Meeting Information | | | |
| Objective: | Report the weekly progress | | |
| Date: | 04/10/2020 | Location: | Online (WebEx) |
| Time: | 16:00 ~ 16:20 | Meeting Type: | Client Meeting |
| Call-In Number: | 14 | Call-In Code: | A14 |
| Attendees: | Yixin Li, Yi Yang, Wenkai Cao, Yangkai Zhang, Meng Qu(Client) | | |

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| **ACTION ITEMS FROM PREVIOUS MEETING** | | **RESPONSIBLE** | **DUE DATE** |
| 1 | N/A |  |  |
| 2 | N/A |  |  |
| **AGENDA ITEMS** | | **PRESENTER** | **TIME ALLOTTED** |
| 1 | Quick demonstration on the front end and back end integration | Yixin Li | 5 minutes |
| 2 | Asking question about more requirement | All members | 15 minutes |

MINUTES: 20 Minutes

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| **NEW ACTION ITEMS** | | **RESPONSIBLE** | **DUE DATE** |
| 1 | Finish all map data | Wenkai Cao | 4/13/2020 |
| 2 | Prepare for the Expo presentation slides | Yi Yang  Yangkai Zhang | 4/20/2020 |
| 3 | Integrate the application and testing the stability | Yixin Li | 4/17/2020 |

**OTHER NOTES OR INFORMATION**

Meeting MINUTES:

Due to the lack of face-to-face communication and almost end of implementation, this meeting ends quicker than usual. Our client is happy about our new finished UI and progress for last week. While she really wants to hand on the actual application on her smartphone to test some front end functions. We might provide a tech demo for her next week.