20-04-24 MIAMI LIB FINDER

Meeting Agenda – Client meeting

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| Meeting Information | | | |
| Objective: | Report the weekly progress | | |
| Date: | 04/24/2020 | Location: | Online (WebEx) |
| Time: | 15:00 ~ 15:20 | Meeting Type: | Client Meeting |
| Call-In Number: | 15 | Call-In Code: | A15 |
| 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 what we are working on (final presentation). | Yixin Li | 5 minutes |
| 2 | Asking the client to uploading the php webpage (used for checking computer information) on library’s sever | Wenkai Cao | 5 minutes |

MINUTES: 20 Minutes

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| **NEW ACTION ITEMS** | | **RESPONSIBLE** | **DUE DATE** |
| 1 | Provide the PHP file for web pages to our client | Wenkai Cao | 4/24/2020 |
| 2 | Prepare for the Expo presentation slides | Yi Yang  Yangkai Zhang  Yixin Li | 4/24/2020 |

**OTHER NOTES OR INFORMATION**

Meeting MINUTES:

Our client satisfies with our progress, and is asking whether we want to publish the research paper of this mobile application.