## Detail Action Minutes

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| Date of Meeting | 2018/09/25 | Time | 8:00 – 12:00 |
| Location | New Main Building of Beihang University | Minute Taker | ZhangEnming |
| Present | Xu Tong（Tester）  Li Cong（Librarian）  Zhao Jiaqiang（Systems analyst And Project manager）  Zhang Enming（Systems designer And Project developer） | | |
| Apologies | N/A | | |

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| Item | Team member | Timescale |
| Conclusion for last work | All | 8:00 – 9:30 |
| Discussion/Action | | |
| Zhaojiaqiang: All right, Let’s get started! Did you finish all your work thought the last meeting? Tell me what you have done right now.  ZhangEnming: I am already get started. For the programmer, I feel confidence you give out a beta version to you.  Xutong: Sorry, Zhang. I am not going to aim at you. We have not started to do research.  Licong: I think we need to write data after we got information for our target users.  Zhaojiaqiang: Yes, Zhang. We need to do research at first.  ZhangEnming: Okay, I really want you finish it as soon as I can.  Zhaojiaqiang: It’s doesn’t matter. How about you? Xutong? What have you done?  Xutong: I am going to find a part-time job which is a teacher assistant. I am working in a high school. I help students fix their bugs in this project. I think that’s a good practice for me.  Zhaojiaqiang: Very good! How about you? Licong?  Licong: I bought an USB. About 32g saving space. This USB can save all of the data we write in project.  ZhangEnming: Where did you buy it? Online?  Licong: Zhongguancun- electronic building.  All: (all group member is in silence.) | | |
| Item | Team member | Timescale |
| Problems that facing in prepare process. | All | 9:30-10:30 |
| Discussion/Action | | |
| Zhaojiaqiang: Yes. Any problem We facing from last work? Let’s going to finish those problem.  ZhangEnming: We need an Adobe bundle. We are going to earning money. That’s what we must cost by ourselves?  Zhaojiaqiang: How much?  ZhangEnming: 6800RMB. We can use it in other project in the future.  Zhaojiaqiang: Okay. Do you have any problems?  Xutong: I am Okay.  Licong: My USB cost 129 RMB.  Zhaojiaqiang: Right, Licong. I am going to write an agreement for you. | | |

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| Item | Team member | Timescale |
| Works we going to do in next week. | All | 10:30-12:00 |
| Discussion/Action | | |
| Zhaojiaqiang: Let’s start to discuss next part. We are going to talk about what we need to do before next week.  Licong: The research part I think. I just wondering where can we got the information from.  ZhangEnming: On the internet. We can search what education system other school had.  Zhaojiaqiang: Good suggestion, but we need to do something different from others.  Xutong: You got it. Why we don’t making a questionnaire to ask students, teachers and student’s parents?  Zhaojiaqiang: Very good advice! Some question we can ask in that questionnaire? For example?  Licong: Student’s living areas, teacher’s free time, parents’ free time.  Xutong: Parents’ income….  Zhaojiaqiang: No! Xu. It’s very rude to ask student’s parents’ income.  Xutong: Our questionnaire didn’t ask parent’s name.  ZhangEnming: We didn’t need that information. We can ask if parents have a computer or mobile phone that can use our application and view our website.  Zhaojiaqiang: Licong, you are response to finish the questionnaire making. It’s that okay?  Licong: Yes.  Zhaojiaqiang: Xutong. What you want to do for the research part?  Xutong: I am going to write an invitation. I can user some free gifts to attract parent come to our meeting.  Zhaojiaqiang: That is important. We need got information face to face. ZhangEnming, please give me a meeting minus to me. I am going to do the background research.  Licong: When will we have next meeting?  Zhaojiaqiang: Next Tuesday?  All: Okay.  Zhaojiaqiang: Please finish all your works, and see you on next Tuesday. | | |