|  |  |
| --- | --- |
| [COEN6311 3rd WEEK MEETING minute ] | |
| Location: | Library LB-316（Australia） |
| Date: | 22/01/2020 |
| Time: | 180mins |
| Facilitator: | Sun Ying ，Shaoxia Yang，Sijie Min，Yanhe Lan |
|  |  |

# Agenda Items

1. Assign tasks to every group member，our assignment is: Sun Ying plays the master role , Shaoxia Yang，Sijie Min，Yanhe Lan play the customer role.
2. Determine timeline: our overall schedule is: every group member should work 48hours per week in the next 1weeks.
3. Identify project functions.
4. Confirm our mission for the next week: write user stories. study android studio. study java，prepare presentation ，write meeting minute，drawing charts of project functions.

|  |  |  |  |
| --- | --- | --- | --- |
| Action Items | Owner(s) | Deadline | Status |
| write user stories | Sun Ying | 29/01/2020 | Complete |
| prepare presentation | Shaoxia Yang | 24/01/2020 | Complete |
| drawing charts of project functions | Yanhe Lan | 29/01/2020 | Complete |
| write meeting minute | Sijie Min | 29/01/2020 | Complete |
| study android studio. study java | All the people | 29/01/2020 | Complete |