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| [COEN6311 4rd WEEK MEETING minute ] | |
| Location: | Library LB-316（Zimbabwe） |
| Date: | 29/01/2020 |
| Time: | 180mins |
| Facilitator: | Sun Ying ，Shaoxia Yang，Sijie Min，Yanhe Lan |

# Agenda Items

1. Write requirement
2. Prepare tomorrow presentation
3. Identify system requirement and user requirement
4. Confirm our mission for the next week: write user requirements and system requirements. study android studio. study java，prepare presentation ，write meeting minute，drawing diagram of project functions.

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| Action Items | Owner(s) | Deadline | Status |
| Write requirement | Sun Ying | 05/02/2020 | Complete |
| Write D1 report | Shaoxia Yang | 05/02/2020 | Complete |
| Draw diagram | Yanhe Lan | 05/02/2020 | Complete |
| Identify requirement | Sijie Min | 05/02/2020 | Complete |
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