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| **Meeting Date :** | 2015/8/17 | **Meeting Time :** | From 12：30 to  13:00 |
| **Meeting Attendees :** | V, Shawn, Kaii, Likai, Lulu, Miranda, Clay | **Meeting Location :** | Engineering of Factory student study area |
| **Minutes Taken by:** | Lulu | **Next Meeting Date & Location:** | 2015/8/18 12:15  Student study area |

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| **S.No.** | **Meeting Notes:** |
| 1 | Customer meeting plan  Shown once per sprint  Kaii several per sprint   1. We have decided that we prefer to once per week(every Tuesday at 17:00 to 18:00) but if we have special case we will book extra meeting time with customer. 2. Tomorrow we have a meeting with customer at 17:00 to 18:00 and Strongly recommended that all team numbers attend at 2015.8.17 17:00 to 18:00 |
| 2 | Requirement analysis  Every team members should design and draw flow chart .  It has to finish before Tuesday meeting. |
| 3 | Design document  This is this week important job due by this week Friday 1:00pm  This design will discuss on Tuesday meeting based on team numbers requirement analysis and reading |
| 4 | WIP KT  When you use” seenowdo”   1. do not change the number of task 2. do not change the number of time 3. plz upload everday. |

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| **S.No.** | **Action Items:** | **Assigned To:** | **Due Date:** |
| 1 | Introducing the job of this week (design document) | VEL | 08-17-2015 |

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