# April Meeting Minutes

2018/3/15

1. Call to order

**Weng Minghong** called to order the regular meeting of the **Qin Luying, Hong Yuan, Hu Yunpei**  at **11:00AM** on **2018/3/8** in T29-202.

1. Roll call

**Qin Luying** conducted a roll call. The following persons were present: **Weng Minghong, Hong Yuan, Hu Yunpei.**

1. Approval of minutes from last meeting

**Qin Luying** read the minutes from the last meeting. The minutes were approved as read.

1. Open issues
2. **Compare the question list and project description version 2**
3. New business
4. **Explain SRS template**
5. Write SRS with known information

**Adjournment**

**Weng Minghong** adjourned the meeting at **12:00AM**

Minutes submitted by**: Weng Minghong**

Minutes approved by: **: Weng Minghong**