**AUT R&D Project 2018**

**Meeting Minutes**

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| **Group Members:**  Pan Jiayao  Chen jialing  Ye fuying  Liu yibin  **Professor:**  Yan Ke | **Meeting Date:**  **Start time:**  13th November 2018 15:00  **End time:**  13th November 2018 16:30 | **Meeting Topic/Objectives:**  Show the proposal report and the PPT used in the proposal presentation, and make corresponding improvements, and then rehearse the presentation. |

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| **Present at Meeting:**  Professor Yan Ke  Pan Jiayao  Chen Jialing  Ye Fuying  Liu Yibin  **Absent:** |

**Actions from previous meeting:**

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| **Actions:**  1.Introduced the topic, mission and goals of the project.  2.Gave us some references to read to further understand our project.  3.Offered suggestions about what algorithms to consider by providing a range of choices about the algorithm.  4.Allocated tasks to us to do the first step of our project: collect the picture, prepare them and choose one language to implement  5.Q&A | **Who?**  **Yan Ke**  **Yan Ke**  **Yan Ke**  **Yan Ke**  **All members** | **Completed (Y/N):**  Y  Y  Y  Y  Y |

**Actions from this meeting:**

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| **Decisions/Actions:**  1. Everyone takes turns reporting what has been done during this time.  2. Show Professor Yan the proposal report and the PPT that will be used in our proposal presentation.  3. Professor Yan gives some suggestions about report, PPT and the way we make speech.  4. Modify the proposal report and the PPT.  5. Rehearse the proposal presentation. | **WHO?**  ALL  ALL  Professor Yan  ALL  ALL | **WHEN BY?**  1,2,3,4 15.00-15.40  5  15.40-16.30 |