**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:**  20th November 2018 15:00  **End time:**  20th November 2018 16:30 | **Meeting Topic/Objectives:**  E-r figure  Mock-up |

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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. 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 | **Completed (Y/N):**  Y  Y  Y  Y  Y |

**Actions from this meeting:**

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| **Decisions/Actions:**  1. Talking about how to drawing the e-r figure.  2. Everyone try to draw their ideal e-r figure in their own laptop.  3. Every team member shares his or her figure and make comments on others’ figures  4. Professor Yan tells us how to draw a good e-r figure.  5.Everyone put forwards ideas on the mock up which will be shown in the interim reply.  6. Q & A | **WHO?**  ALL  ALL  ALL  Professor Yan  ALL  ALL | **WHEN BY?**  1,2,3,4,5  15.00-15.50  6  15.50-16.30 |