**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:**  8th November 2018 18:00  **End time:**  8th November 2018 19:30 | **Meeting Topic/Objectives:**  First time to communicate with our group members without supervisor professor and have ideas about our R&D project. |

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

**Actions from meeting:**

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| **Actions:**  1.Created QQ group and Wechat group, group contract signup.  2.Every group members talked about their views about the topic, mission and goals of the project after reading some references professor Yan provided in the first professor meeting.  3.List the tasks for the next two weeks.  4.Allocated tasks to each member and made notes, mainly about read more articles, collect the picture and choose language to implement.  5.Q&A | **Who?**  **All**  **All**  **All**  **All**  **All** | **Completed (Y/N):**  Y  Y  Y  Y  Y |