**AUT R&D Project 2018**

**Meeting Minutes**

|  |  |  |
| --- | --- | --- |
| **Group Members:**  Pan Jiayao  Chen jialing  Ye fuying  Liu yibin  **Professor:**  Yan Ke | **Meeting Date:**  **Start time:**  6th May 2019 17:00  **End time:**  6th May 2019 18:00 | **Meeting Topic/Objectives:**  Everyone shows his/her organized documentations.  Show the PPT prepared for final presentation.  Supervisor gives suggestions. |

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

**Actions from previous meeting:**

|  |  |  |
| --- | --- | --- |
| **Actions:**  1.Everyone shares his/her understanding about articles referred to the reading list given by supervisor.  2. Supervisor points out the errors that each person has and leads us to the right ideas.  3.One of team member shows his testing work progress and difficulties.  4. One of team member shows his UI design progress and difficulties.  5. Supervisor gives his suggestions and recommendations to improve our project.  6.Supervisor provides instructions to prepare the final project presentation. | **Who?**  **All**    **Supervisor**  **Ye Fuyin**  **Liu Yibin**  **Supervisor**    **Supervisor** | **Completed (Y/N):**  Y  Y  Y  Y  Y  Y |

**Actions from this meeting:**

|  |  |  |
| --- | --- | --- |
| **Actions:**  1.Everyone shows his/her organized documentations.  2. Supervisor gives suggestions to add or remove documents separately.  3. Show the PPT prepared for final presentation.  4. Supervisor gives suggestions to improve the design and content. | **Who?**  **All**  **Supervisor**  **All Supervisor** | **When by?**  17:00-17:20  17:20-17:30  17:30-17:50 17:50-18:00 |