**THE UNIVERSITY OF NOTTINGHAM NINGBO CHINA SOFTWARE ENGINEERING GROUP PROJECT**

**2020 TEAM 17**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | **Basic Information** | | | | Meeting name | | Weekly formal meeting with supervisor | | Date | | 20 - Oct - 2020 | | Time | | 09:00 – 10:00 | | Venue | | PMB 428b | | Goal | |  | | Chairperson | |  | | Secretary | |  | | **Attendance** | | | | Team Attendee | | Shihui QUE, Yizirui FANG, Shengnan HU, Hongming PING, Qiyuan WANG | | Supervisor Attendee | | Matthew Pike, | | Absent | |  | | Late | |  | | Early leave | |  | | **Meeting Summary** | | | | **Matters Arising from Previous Meeting** | | | | Minutes of last meeting |  | | | Matters arising |  | | | **Chair’s Business** | | | | **Issues** | **Result** | | |  |  | | |  |  | | |  |  | | |  |  | | |  |  | | | **Open Issues** | | | | **Issues** | **Result** | | |  |  | | |  |  | | | **Q & A** | | | | **Issues** | **Result** | | |  |  | | | **Comment** | | | | **Issues** | **Result** | | |  |  | | |