

## MEETING MINUTES

<b>Meeting/Project Name:</b>	Meeting 01	
<b>Date of Meeting:</b> (MM/DD/YYYY)	31/01/2020, 3 pm	
<b>Minutes Prepared By:</b>	Vivien	
<b>1. Meeting Objective</b>		
<ul style="list-style-type: none"> <li>- Introduction and getting to know each other</li> <li>- General objectives</li> </ul>		
<b>2. Attendance at Meeting</b>		
<b>Name</b>		
Jiao, Haotian (Hallton)		
Wang, Mingfeng (Foret)		
Banes, Hayden J		
Tang, Zhenyu (tang)		
Neumann, Vivien		
<b>3. Agenda and Notes, Decisions, Issues</b>		
<b>Topic</b>	<b>Owner</b>	
- Introduction and getting to know each other (incl. experience (programming, software engineering, project management))		
- Preferred programming language: Java		
- Discussing coursework description (in general)		
<b>4. Action Items</b>		
<b>Action</b>	<b>Owner &amp; due date</b>	
- Make yourself familiar with coursework description (first basic requirement analysis)		
<b>5. Next Meeting (if applicable)</b>		
<b>Date:</b> (MM/DD/YYYY)		
<b>Objective:</b>		