**1.Decision**

* The group should finish the report before Friday.
* The group meeting will be held every 2 weeks during winter holiday.
* The time of group meeting will be reset after 26/07/2016.

**2.Discussion**

* The structure of report structure.
* The time arrangement of group meeting during winter holiday

**3.Action**

Min Zan and Yuzhu should modify the report according to the feedback.

**4.Next Meeting**

The next meeting will be held at 5:30pm on 28/06/2016.