## Minutes of meeting 1

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| Group Members Cao Zheyang  Jin Penglin  Ni Binbin  Jiang Zixin | Meeting Date 2020.11.10  Start time:  14:00  End time:  16:00 | Meeting Topic/Objectives Meeting with Supervisor and prepare for the proposal |

Group members present at Meeting:

Cao Zheyang

Jin Penglin

Ni Binbin

Jiang Zixin

Absent:

None

Meeting was Face-to-face: Y

Actions from this meeting：

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| **Decisions/Actions:**   1. Discuss issues that need to be identified with the customer    1. Confirm the focus of the project, that is, the main direction    2. Hope to get an example    3. How to extend the project to image recognition    4. Discuss the required functional modules    5. Discuss the required functional modules 2. Write email content 3. Email the customer to confirm project requirements 4. Get feedback from customers | **Who?**  All Group Members:  Jin Penglin  Ni Binbin  Cao Zheyang  Jiang Zixin  Jiang Zixin  Cao Zheyang  Cao Zheyang | **When by?**  15:30  17:00  20:00  2020.11.12  20:00 |