## Minutes of meeting 3

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| Group Members Cao Zheyang  Jin Penglin  Ni Binbin  Jiang Zixin | Meeting Date 2020.12.07  Start time:  21:00  End time:  22:00 | Meeting Topic/Objectives  1. Discuss teamwork methods 2. Discussion of reference cases 3. Discuss the basic function of annotator |

Group members present at Meeting:

Cao Zheyang

Jin Penglin

Ni Binbin

Jiang Zixin

Absent:

None

Meeting was Face-to-face: N

Actions from previous meeting:

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| **Actions:**   1. Proposal 2. Making slides 3. Prepare for the presentation | **Who?**  All Group Members  All Group Members  All Group Members | **Completed Y/N?**  **Y**  **Y**  **Y** |

Actions from this meeting：

|  |  |  |
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| **Decisions/Actions:**   1. Individual case study 2. Design database 3. Improve program skills | **Who?**  All Group Members  Cao Zheyang  Jiang Zixin  Jin Penglin  Ni Binbin | **When by?**  2020.12.20  2020.1.10  None |