## Minutes of meeting 8

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| Group Members Cao Zheyang  Jin Penglin  Ni Binbin  Jiang Zixin | Meeting Date 2021.02.03  Start time:  14:00  End time:  15:00 | Meeting Topic/Objectives  1. The project design is approved by customers. 2. Discuss the next tasks and work arrangements. |

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. Finish the UI design of the main page 2. Write instruction document (based on the UI design of the main page)      1. Send an email to the customer to confirm the requirement | **Who?**  Ni Binbin  Cao Zheyang  Cao Zheyang | **Completed Y/N?**  **Y**  **Y**  **Y** |

Actions from this meeting：

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| **Decisions/Actions:**   1. Continue to learn the skills need. 2. Make part of the front-end interface. 3. Make part of the back-end function. 4. Improvement of project management documents | **Who?**  All Group Members  Ni Binbin  Jin Penglin  Jiang Zixin | **When by?**  None  2020.03.01  2020.03.01  2020.03.01 |

Cao: We finally received a reply from the client. He was very pleased with our design. But he thought we were done prototyping, and he wanted to test the tool. We still need to speed up.

Jiang: I think I need to refine the project management documentation. It still has some problems with our team.

Jin: I will program as soon as possible.

Ni: Me too.