

Agenda for 5th formal meeting 2016.11.04

Date: 2016.11.04
Start: 11:00 a.m.
End: 11:45 a.m.
Location: The Second Canteen

Organizer: Shulan TANG

Required: Dr Dave Towey
Shangrong CAI
Wenchao WANG
Qifei CHEN
Chengfeng LAO

Update Tasks Due from <4th Formal Meeting> <20161021>

Task	Owner	Due
Meeting Mr MAO	All	20161028
Old system evaluation	Shulan	20161029
Use case specification	All	20161101
Database design	Chengfeng, Qifei	20161103
SRS typesetting	Shangrong	20161103
Report typesetting	Wenchao	20161103
Prototype design	Shulan	20161103

Topics

1 <Outputs of last two week's work> by

<Serena>

interview, SRS, prototype, old system evaluation report etc.

2 <Supervisor Review and Feedback> by

<Dave>

3 <Q&A based on feedback> by <All>

4 <Discuss tasks for the coming week > by

<All>
