

Meeting Agenda

[Lobby of T
B]

Meeting called by:	Shulan TANG	Type of meeting:	Informal meeting
Facilitator:			
Time-keeper:			
Note-taker:	Shulan		
Attendees: All group member			
Please read:	Project description		
Please bring:	Notebook and pen/ laptop		
Agenda Items			
Topic	Presenter	Time allotted	

Descirption of your work after last meeting and your Personal idea about req collection	Wenchao	5
Descirption of your work after last meeting and your Personal idea about req collection	Chengfeng	5
Descirption of your work after last meeting and your Personal idea about req collection	Qifei	5
Descirption of your work after last meeting and your Personal idea about req collection	Shangrong	5
Descirption of your work after last meeting and your Personal idea about req collection	Shulan	5
Discussion based on presentations	All	20
Task assignment	All	5
Other Issues	All	5

Misc. Information		

Observers:	
Resources:	
Special notes:	