

## MEETING MINUTES

Staff Meeting

Meeting Name:	GRP Spring Smester 1 <sup>st</sup> Informal Meeting		
Date of Meeting:	2017/2/16	Time:	8 p.m.
Meeting Purpose:	Discuss on project progress, set up plan for this semester	Meeting Leader:	Shulan TANG
		Prepared By:	Shulan TANG

1. Attendance at Meeting *(add rows as necessary)*

Name	Position	Note
Shulan TANG		
Chengfeng LAO		
Shangrong CAI		
Wenchao WANG		
Qifen CHEN		

## 2. Meeting Notes, Decisions, Issues

71 days to final report& sw due, 4-5 sprint
Start 1 <sup>st</sup> sprint next Monday, 2 weeks(2/20-3.6)
Use leangoo to manage sprint
Set up sprint meeting on Sunday evening
Expore integration test on github

**3. Action Items** *(add rows as necessary)*

Actions	Assigned to	Due Date
Gantt Chart for this semester	Shulan TANG	2017/2/19
Set up development environment on PC	ALL	2017/2/19
Prepare meeting agenda for 1 <sup>st</sup> formal meeting	Shulan TANG	2017/2/19
Create leangoo account	ALL	2017/2/19
Start writing personal diary	ALL	-