

Agenda for 3nd formal meeting 2016.10.14

Date: 2016.10.14

Start: 11:00 a.m.

End: 11:45 a.m.

Location: TBC

Organizer: Shulan TANG

Required: Dave
Shangrong CAI
Wenchao WANG
Qifei CHEN
Chengfeng LAO

Update Tasks Due from <2st Formal Meeting> <20160930>

Task	Owner	Due
Prepare interview materials	All	20161013
Dinner with Eason	All	20161013

Topics

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

Question sheet, consent sheet, fact sheet

2 <Background info presentation> by <Allen>

Related materials e.g. laws, regulations

3 <Supervisor Review and Feedback> by <Dave>

4 <Discussion on next week's tasks> by <All>

5 <Q&A> by <All>
