

Agenda for 12th formal meeting 2017.03.07

Date: 2017.03.07

Start: 5:30 p.m.

End: 6:30 p.m.

Location: T.B.C

Organizer: Shulan TANG

Required: Dave
Shangrong CAI
Wenchao WANG
Qifei CHEN
Chengfeng LAO

Update Tasks Due from <11th Formal Meeting> <20170228>

Task	Owner	Due
Complete Sprint	All	20170306
Set up next sprint	All	20170307
Meeting with Mr Mao	All	-

Topics

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

Sprint Completion, Stakeholder requirements changed.

2 < Supervisor Suggestion > by <Dave>

3 < Discussion on next weeks' tasks > by <All>