

# Agenda for 11<sup>th</sup> formal meeting 2017.02.28

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**Date:** 2017.02.28

**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

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## Update Tasks Due from <10<sup>th</sup> Formal Meeting> <20170221>

Task	Owner	Due
Contact Mr. Mao	Shulan	201702223
Sprint Daily Meeting	All	-
Set up a group account on Leangoo	Wenchao	20170225

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## Topics

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

Sprint, Mr Mao's feedback

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**2 < Supervisor Review and Feedback > by <Dave>**

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