

Agenda for 4th formal meeting 2016.10.21

Date: 2016.10.21

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 <3rd Formal Meeting> <20161014>

Task	Owner	Due
Prepare interview (materials & rehearsal)	All	20161018
Website set up	Alan, Sean	20161020
Background info collection	All	20161020
Latex workshop	Serena	20161017

Topics

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

Prepare interview, Latex workshop, Background Research, Timeline

2 <Background info presentation> by <All>

SE methodology, web-based app technology, related work

3 <Supervisor Review and Feedback> by <Dave>

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

5 <Q&A> by <All>
