**Agenda for 2nd formal meeting 2016.09.30**

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| **Date:** | 2016.09.30 |
| **Start:** | 11:00 a.m. |
| **End:** | 11:45 a.m. |
| **Location:** | The Third Space |
|  |  |
| **Organizer:** | Dave |
| **Required:** | Shulan TANG  Shangrong CAI  Wenchao WANG  Qifei CHEN  Chengfeng LAO |

**Update Tasks Due from <1st Formal Meeting> <20160923>**

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| **Task** | **Owner** | **Due** |
| Ideas for Monday informal meeting about req. engineering | All | 20160926 |
| Make contact to Eason | Serena | 20160926 |
| Getting to know LaTex | All | - |

**Topics**

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| **1 <Outputs of last week’s work>** *by <Serena>* | *3* |

Tasks dued this week and two informal meeting discussions

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| **2 <Req engineering plan>** *by <Serena>* | *5* |

Req elicitation/analyze -> Req specification -> Req validation

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| **3 <Supervisor Review and Feedback>** *by <Dave>* | *5* |

Req engineering and more project detail

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| --- | --- |
| **4 <Q&A based on feedback>** *by <All>* | *15* |

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| --- | --- |
| **5 <Discuss tasks for the coming week and holiday>** *by <All>* | *5* |