**MEETING MINUTES**

##### *Staff Meeting*

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| **Meeting Name:** | 11th meeting of GRP01 | | |
| **Date of Meeting:** | 28th Feb. 2016 | **Time:** | 17:30 p.m. |
| **Meeting Purpose:** | Talk about how the current sprint goes | **Meeting Leader:** | Shulan Tang |
| **Absent member:** | No | **Prepared By:** | Qifei Chen  Chengfeng Lao |

| 1. Meeting Notes, Decisions, Issues |
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| This week we did not meet Mr. Mao, but he told us that some of the requirements changing,  For example, web app need to add an commercial part for selling tea etc., which mean that we need to add something relative to cash into database. |
| Next sprint we may start continuous regression test and unit test, before testing, we need to find a framework. |
| We need to read the feedback in the interim report. |
| We plan to change formal meeting schedule in the week after next week. |

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| 2. Action Items *(add rows as necessary)* | | |
| **Actions** | **Assigned to** | **Due Date** |
| Finish this sprint in this weekend | All | 5th Mar 2016 |