Minutes

Meeting of: Miaowa Cao

Held at: ERC

Date: 06/04/2017

From: 4:30pm – 7:00pm

Opening:

The regular meeting of the Miaowa Cao was opened at 4:30pm on 06/04/2017 in ERC by Fei Teng.

Present:

Fei Teng

Fei Fei

Zhe Tang

Haoran Sun

Approval of agenda:

The agenda was unanimously approved as distributed. [Or insert comments / amendments].

Approval of minutes (because of the first week, I think this part should be empty)

The minutes of the previous meeting were unanimously approved as distributed. [Or insert comments / amendments].

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| --- | --- | --- | --- | --- | --- |
| Project Plan: Week 6, Date 06/04/2017 | | | | | |
| Task | Resources | Estimated Time | Actual Time | Completed | Comment |
| |  | | --- | | Team meeting to prepare Project Plan Wednesday 4:30pm – 6:30pm, | | All | 2 hours | 2 hours | yes | |  | | --- | | Took a little longer everyone attend. | |
| |  | | --- | | Find good resources | | Fred Whilma | 2 hours  2 hours | 1 hour  3 hours | no  no | Too busy  May need more help |
| Groom product backlog | Barney | 1 hour | 5 hours | yes | A lot of confusion but finally organized |
| Prepare 1st iteration | All | 1 hours | 2 hours | yes | Shared Trello board |

Next meeting

The next general meeting will be at 4:30pm on 13/04/2017 at ERC.

Minutes submitted by: Zhe Tang

Approved by: Fei Fei