



## INTERNAL MEETING 12

<b>Date</b>	18 April 2017
<b>Start Time</b>	10:00am
<b>End Time</b>	12:00pm
<b>Venue</b>	School of Information System level 4
<b>Attendees</b>	Wei Xiaoxin Wu Di Zheng Xiye
<b>Absentees</b>	
<b>Agenda</b>	1. Work Plan

## AGENDA

No.	Task	Follow-up
1	<b>Work Plan</b> <ul style="list-style-type: none"> <li>✓ To finalize report and abstract according to prof's comments. - Everyone</li> <li>✓ To prepare sponsor meeting, Wu Di &amp; Xiye will attend. <ul style="list-style-type: none"> <li>○ Demo</li> <li>○ Documentation –report &amp; user guide</li> </ul> </li> <li>✓ To prepare slides for conference presentation, Xiaoxin will present</li> <li>✓ To do poster, due on Thursday 9:00am. – Wu Di</li> </ul>	

**Prepared by,**

Wu Di

**Vetted by,**

Wei Xiaoxin, Zheng Xiye