

RECORD OF MEETING WEEK 8

TEAM: P01A
 PRESENT: ALL
 ABSENT: NONE

DATE: 21/10/2018

Agenda item	Comments	Decision/Action	Who?
1. What is working well?	Keep doing the part that worked well	We also added some new data for variation purpose. We distributed the report and presentation work	all
2. What needs improvement?	This problem needs to be resolved and we decided to set the meeting duration and keep everyone focused on the work	Time management needs to be improved , we should increase the efficiency of meeting and communicate more with each other	all
3. Task assignment	Everyone is satisfied with this task distribution	Mingcun: Presentation report Peiqi: presentation Yanxiao: report Yuhe : report Ziyuan: report	all

		Keshav: Presentation report	