**Agenda**

**MCI project meeting:** Week 3 Meeting

**Project Group No.:** 23

**Meeting time:** From 9:30am to 11:00am, 16th March 2020

**Meeting site:** Ingkarnii Wardli

**Chair:** Ying Wang

**Secretary:** Ying Wang

**1 Apologies**

None.

**2 Presentation**

Ying Wang, Yiru Li, Jin Zhou

**2.1 GitHub repository structure**

Set up the GitHub repository structure

**2.2 Discussion on the meeting with supervisor last Friday**

Review the meeting with supervisor last Friday. Discussing on some important points of the meeting content.

**2.3 Tools for this project (programming language)**

**3 Project management plans**

**3.1 Discussion on the allocation of phased tasks of the project**

Allocate each task to the particular team member.

**3.2 Discussion on the role delegation**

Developers, testers and documentation.

**3.3 Discussion on weekly group meeting schedule**

Weekly group meeting preparation and minutes shall be allocated to each team member.

**4 Other Issues**

Questions Business case and draft plan.  
**Note:** Next meeting will be held on 24th March 2020.