**Agenda**

**MCI project meeting:** Week4 Meeting

**Project Group No.:** 23

**Meeting time:** From 10:00am to 12:00pm, 24th March 2020

**Meeting site:** Wechat video meeting (at home)

**Chair:** Ying Wang

**Secretary:** Ying Wang

**1 Apologies**

None.

**2 Presentation**

Ying Wang, Yiru Li, Jin Zhou

**2.1 Teamwork adjustments in response to the CoViD-19**

Under the current situation of CoViD-19, we shall switch to online meeting instead of face-to-face meeting (e.g. Wechat, Zoom, or Skype).

**2.2 Discussion on the adjustment of the project management plan**

Weekly group meeting will be held online. Pitch presentation will be recorded as a video. Other allocation of project tasks and roles may not be affected.

**3 Discussion on the draft pitch presentation slides**

What do we do? Why do we do this? Example of sentiment analysis app. Product technology route.

**4 Other Issues**

Questions Business case and draft plan.  
**Note:** Next meeting will be held on 30th March 2020.