The tenth MCI group Project client meeting will be held in Student hub room 366 at 2 pm on Friday 12 May 2023

Agenda

Chair: Wanxia Yang

Secretary: Kaini Chang

Members: Chang Liu, Shuxiao Peng

1.Apologies

None.

2.Summary of Previous Meeting (Week 9)

Recap of the goal of milestone 2

3. Group progress report

3.1 Presentation of system finished;

3.2 Summary of the front-end development in the previous week;

3.3 Summary of the Back-end development and Database implementation in the previous week.

4. Milestone Progress Assessment

4.1 Analysis of progress against milestone2;

4.2 Identification of any adjustment required.

5. Next Steps and Action Plan

5.1 Defining the objectives for the upcoming week;

5.2 Determining action items and responsibilities;

5.3 Establishing a timeline for deliverables.

6. Questions and Open Discussion

Addressing any queries, concerns, or suggestions

7. Wrap-up and Conclusion

7.1 Summary of key takeaways and agreements reached

7.2 Confirmation of follow-up actions and next meeting