

The First MCI group Project client meeting will be held in IW room 4.62  
at 10 am on Wednesday 1st March 2023

## **Agenda**

**Chair:** Kaini Chang

**Secretary:** Wanxia Yang

**Members:** Chang Liu, Shuxiao Peng

### **Apologies**

None.

### **1. Welcome and Introductions**

### **2. Quorum Announcement**

### **3. Topics of the Meeting**

1. Discuss project requirements, objectives, and scope of Labman, the Equipment Management System Project
2. Task Allocation
3. Technique Stack Selection
4. Schedule for Regular Meetings and Communication
5. Next Week Planning

#### **4.Other Issues**

Any other issues or questions to address.

**Note:** Next meeting will be held on Wednesday 1th March 2023 at 10am  
in the IW Building, Room 4.62.