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The first MCI group Project client meeting will be held on Monday 7th March
1:20 PM

Agenda

Client: Nick Falkner

Attendance: Team 05 (Yiwei Zhang, Lei Jin, Shuchen Wu, Yen You Chew)

Note taking for the agenda:

Shuchen Wu

1. Introduction (5min)

Group 5 individual introduction about our background and skill sets, in order to let the clients know better about our abilities.

2. Project Requirement (10min)

2.1 Details requirements for input

2.2 Details requirements for output

2.3 Functional requirements

2.4 Describe to us some user stories

3. Milestone & delivery(5min)

3.1 Agile project management

3.2 How to define if the project is deliverable?

3.3 Clarify what should be done for the next meeting

4. Q&A (10min)

Question responds to what clients said during the meeting

Note: Next meeting will be held on Tuesday 15th March 12:00PM