

Minutes of the Second Client Meeting

Group 14B

18th March 2024

Client: Cruz Izu

Chair: Shiwen Cao

Secretary: Jingqi Wang

Participants: Zhangchi Pan, Lanxi Zhang, Zhige Zhang

1 Time and Place

The second client meeting for the MCI Group Project was held in IW 4.21 at 3:10pm on Monday 18 March 2024.

2 Quorum Announcement

Shiwen Cao announced that a quorum of the group was present, and that the meeting, having been duly convened, was ready to proceed with its business.

3 Summary of Previous Meeting

In the last meeting, we discussed the design and core functions of the project, positioned the target users, and decided on the number of pages needed and the choice of technology stack.

4 Discussion

- 1) **The order of the pitch slide** needs to be adjusted. From the perspective of the slide, the why part should be advanced before the objectives. Judging from the content, the order of beneficiaries also needs to be adjusted, and the primary beneficiary should be placed before the secondary beneficiary.
- 2) **We determined that our goal** is to improve code quality. Improving code quality includes simplifying the code structure and improving code efficiency and readability.
- 3) **The confusing charts** in the pitch slide have been changed, and the original data and charts used to explain the project

requirements have been modified into more relevant and understandable data.

- 4) **Three pages and functions** that need to be designed in the first stage are determined, namely the main page (the function of the main page is to navigate to other pages), the submission page and the discussion interface.
- 5) **The design options for the page** were discussed, requiring eye-catching navigation buttons and a clear and short website introduction.
- 6) **The milestone time** is determined, the seventh week is the first milestone, the twelfth week is the second milestone, and the Thirteenth week is the final project.
- 7) **Modification of the prototype** to add user functions during forum discussions (including agree and disagree buttons, important scale).
- 8) **Corrected the button design style** on the homepage to improve the cleaning route for users.

5 Lists of Tasks to do

- 1) Change the slide order of pitch slide.
- 2) Divide the importance of the beneficiaries, focus on the benefits of the main beneficiaries, and mention the benefits of the secondary beneficiaries.
- 3) Change confusing charts and data in ppt.

6 Adjournment

The next meeting is a group meeting and will be held in IW 4.21 at 3:10pm on Monday 25 March 2024.