

The fifth MCI group Project client meeting will be held in Teams at 2.00 pm on Thursday 18 March 2021

## Agenda

**Chair:** Runtao Zhuge

**Secretary:** Menghan Li

### **1 Apologies**

None.

### **2 Presentation**

None.

#### **2.1 Functional requirements and Presentations in Last Meeting**

Establish effective communication channels with customers

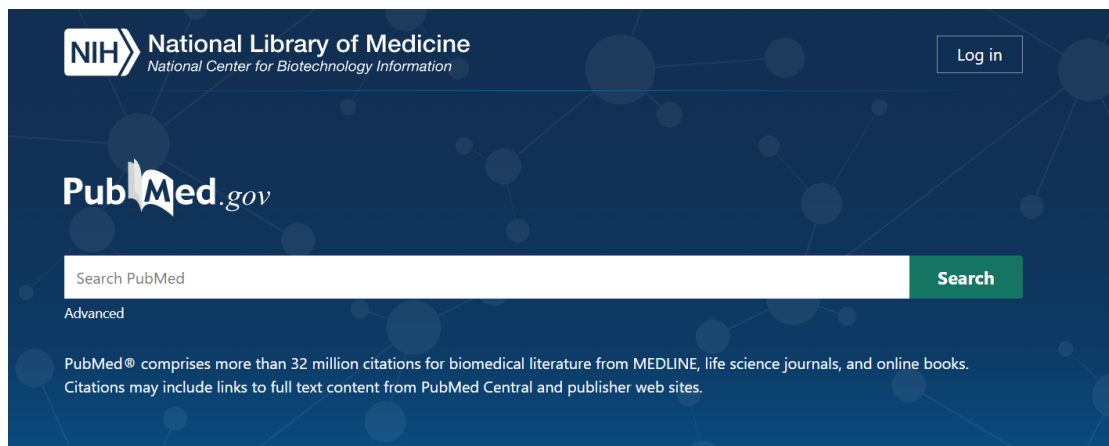
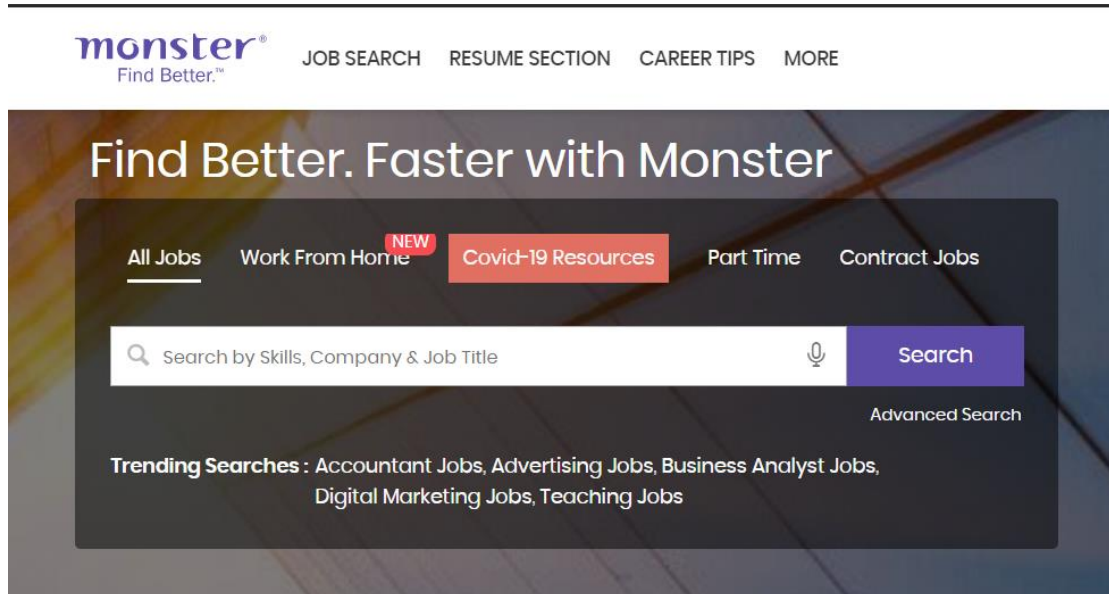
Assign the tasks of the team members to ensure that each team member has a relatively even task.

Assign team roles to the project for the next several weeks.

Prepare for the first pitch presentation and ensure that the content to be presented is sufficient.

## 2.2 Problems and solutions

1. We assigned some tasks in next several weeks.
2. According to the last meeting, we view some websites which are similar with our project, such as the following websites.



3. we are still finding the similar websites to get proposals.

### **3 Requirements Elicitation**

3.1 this page includes the search function, the content of the project can be matched according to the keywords searched by the customer.

3.2 we can also put some of the more popular projects on the homepage, when customers don't know how to search, they can click directly in to see.

### **4 Other Issues**

What is the form of our pitch presentation?

Should we list the tasks that we already finished before the presentation?

**Note: Next meeting will be held on 25th March 2021**