

Minutes of the quick Meeting

Monday 10 March 2025

Secretary Zixuan Li

Members Weian Liu

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Apologies

None.

1 Time and Place

The meeting for the MCI Group Project was held in online(Teams) at 2:00 **pm on Monday, March 10, 2025** .

2. Project Requirements Discussion

- AI Model:
- The client mentioned that it was not clear that an AI model was needed at first, but thought that the project might be more challenging if AI was included.
- The team discussed the possibility of using an existing AI model and suggested looking for an open source movie recommendation system on GitHub as a reference.
- The client confirmed that an existing AI model could be used without developing it from scratch.

3. Technical solution discussion

- React: Team members are familiar with React and think it is intuitive and easy to use. Some members of the team have React development resources in India and can provide support when encountering problems.
- Angular: The team thinks Angular is more challenging and is not the first choice.

4. Meeting schedule

- Regular meeting time:
- Meetings are held every Monday and Friday at 7 pm.
- Monday meeting is used to discuss the tasks for the week, and Friday meeting is used to summarize progress and arrange weekend work.

5. Task assignment and file management

Task assignment:

- The team will use GitHub for task assignment and progress tracking.
- Each member needs to record weekly working hours (at least 30 hours) and upload the timetable to GitHub.

6. Questions and answers

1. GitHub usage:

- Some members are not familiar with GitHub, and the team recommends learning through YouTube tutorials.
- The team decided to use only GitHub for project management without integrating other tools.

2. Communication tools:

- The team will use Microsoft Teams for daily communication.
- If any member is not used to using Teams, they can propose to change to other tools.

The meeting closed at 2:15 PM.