**The 6th MCI Project Meeting Agenda**

Team 7

*The 6th MCI group Project client meeting will be held via Zoom at 2:30 pm on 15th April 2021*

**Chair**: Zhendong Shi

**Secretary**: Chun Yee Herman Lai

**Attendance**:

Ian Knight (supervisor)

Chun Yee Herman Lai (Team 7)

Fangyu Yuan (Team 7)

Haoyu Wang (Team 7)

Zhendong Shi (Team 7)

Aditya Chourasia (Team 8)

Jinchen Song (Team 8)

Luoyang Xing (Team 8)

Nivedita Potluri (Team 8)

**1 Agenda**

* UI design overview
* Report action progress
* Question

**2 User Interface overview**

Regarding to the prototype, at this moment we decide to use a basic python GUI to build some simple functions like searching and printing. We will show our demo UI to our client, make sure everything is meeting the user requirement.

**3 Action Progress**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *No.* | *Action items* | *Person Responsible* | *Due Date* | *Status* |
| 1 | Watch other teams’ presentation and ask at least one question to other teams | Chun Yee Herman Lai | 9/4/2021 | Completed |
| 2 | Learn how to build Microsoft Teams app | Chun Yee Herman Lai | 9/4/2021 | Completed |
| 3 | Constructing API socket | Chun Yee Herman Lai | 29/4/2021 | In progress |
| 4 | Watch other teams’ presentation and ask at least one question to other teams | Fangyu Yuan | 9/4/2021 | Completed |
| 5 | Learn how to build Microsoft Teams app | Fangyu Yuan | 9/4/2021 | Completed |
| 6 | Constructing UI | Fangyu Yuan | 29/4/2021 | In progress |
| 7 | Watch other teams’ presentation and ask at least one question to other teams | Haoyu Wang | 9/4/2021 | Completed |
| 8 | Learn how to build Microsoft Teams app | Haoyu Wang | 9/4/2021 | Completed |
| 9 | Constructing API socket | Haoyu Wang | 29/4/2021 | In progress |
| 10 | Watch other teams’ presentation and ask at least one question to other teams | Zhendong Shi | 9/4/2021 | Completed |
| 11 | Learn how to build Microsoft Teams app | Zhendong Shi | 9/4/2021 | Completed |
| 12 | Constructing UI | Zhendong Shi | 29/4/2021 | In progress |

**4 Question**

TBC

Note: Next meeting will be held on 29th April 2021.