**The 4th MCI Project Meeting Agenda**

Team 7

*The 4th MCI group Project client meeting will be held via Zoom at 2:30 pm on 1st April 2021*

**Chair**: Chun Yee Herman Lai

**Secretary**: Haoyu Wang

**Attendance**:

Aditya Chourasia (Team 8)

Chun Yee Herman Lai (Team 7)

Fangyu Yuan (Team 7)

Haoyu Wang (Team 7)

Ian Knight (supervisor)

Jinchen Song (Team 8)

Luoyang Xing (Team 8)

Nivedita Potluri (Team 8)

Zhendong Shi (Team 7)

**1 Agenda**

* Reviewing pitch follow ups
* Report problems and solutions
* Report action progress
* Question

**2 Problems and Solutions**

**Review progress**

* Decided to pass the data though local text file instead of building a database
* Standardized text format and programming language (Python) with Team 8
* Completed Pitch presentation
* In progress on business case & milestone plan

**3 Action Progress**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *No.* | *Action items* | *Person Responsible* | *Due Date* | *Status* |
| 1 | Refine pitch presentation | Chun Yee Herman Lai | 27/3/2021 | Completed |
| 2 | Business cases & Milestone planning | Chun Yee Herman Lai | 4/4/2021 | In progress |
| 3 | Standardizing text format and programming language with Team 8 | Chun Yee Herman Lai | 1/4/2021 | Completed |
| 4 | Refine pitch presentation | Fangyu Yuan | 27/3/2021 | Completed |
| 5 | Business cases & Milestone planning | Fangyu Yuan | 4/4/2021 | In progress |
| 6 | Standardizing text format and programming language with Team 8 | Fangyu Yuan | 1/4/2021 | Completed |
| 7 | Refine pitch presentation | Haoyu Wang | 27/3/2021 | Completed |
| 8 | Business cases & Milestone planning | Haoyu Wang | 4/4/2021 | In progress |
| 9 | Standardizing text format and programming language with Team 8 | Haoyu Wang | 1/4/2021 | Completed |
| 10 | Refine pitch presentation | Zhendong Shi | 27/3/2021 | Completed |
| 11 | Business cases & Milestone planning | Zhendong Shi | 4/4/2021 | In progress |
| 12 | Standardizing text format and programming language with Team 8 | Zhendong Shi | 1/4/2021 | Completed |

**4 Question**

1. How should we testing the function of API.
2. How should we collaborate with team 8 who work in the same project with us.
3. What API permission should we ask for.

Note: Next meeting will be held on 8th April 2021.