**The 5th MCI Project Meeting Agenda**

Team 7

*The 5th MCI group Project client meeting will be held via Zoom at 2:30 pm on 8th April 2021*

**Chair**: Ian Knight

**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**

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

**2 Problems and Solutions**

To construct business plan, considering the feasibility of the project, we did some research on the Microsoft Graph and Python libraries, we found Microsoft Graph has been widely using to build similar application and Python provides fair enough modules to handle the task. As for extension of the project, we have decided to add an additional function to the system if we have time left. We would like to have a real time update function as the system will run on the background, once the system detects any changes on the course planning website, it will send a notification to the user and update the Microsoft Shifts immediately.

**3 Action Progress**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *No.* | *Action items* | *Person Responsible* | *Due Date* | *Status* |
| 1 | Pitch rehearsal | Chun Yee Herman Lai | 31/3/2021 | Completed |
| 2 | Construct & Refine Business plan | Chun Yee Herman Lai | 4/4/2021 | Completed |
| 3 | Draft Milestone plan | Chun Yee Herman Lai | 4/4/2021 | Completed |
| 4 | Pitch rehearsal | Fangyu Yuan | 31/3/2021 | Completed |
| 5 | Construct & Refine Business plan | Fangyu Yuan | 4/4/2021 | Completed |
| 6 | Draft Milestone plan | Fangyu Yuan | 4/4/2021 | Completed |
| 7 | Pitch rehearsal | Haoyu Wang | 31/3/2021 | Completed |
| 8 | Construct & Refine Business plan | Haoyu Wang | 4/4/2021 | Completed |
| 9 | Draft Milestone plan | Haoyu Wang | 4/4/2021 | Completed |
| 10 | Pitch rehearsal | Zhendong Shi | 31/3/2021 | Completed |
| 11 | Construct & Refine Business plan | Zhendong Shi | 4/4/2021 | Completed |
| 12 | Draft Milestone plan | Zhendong Shi | 4/4/2021 | Completed |

**4 Question**

For team 7, at this point we have no further questions.

Note: Next meeting will be held on 15th April 2021.