**The 8th MCI Project Meeting Agenda**

Team 7

*The 8th MCI group Project client meeting will be held via Zoom at 2:30 pm on 6th May 2021*

**Chair**: Jinchen Song (Team 8)

**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**

* Report problems and solutions
* Milestone 2 planning
* Report action progress
* Question

**2 Problems and Solutions**

As we did not do well on the milestone 1 planning, we asked for further advise on the milestone 1 report, and we found out that we still need to add more details on each activity and provide an explicit situation how we started constructing the project. Since all of us have no project experience before, we decided to look for more feedback from the tutor.

**3 Action Progress**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *No.* | *Action items* | *Person Responsible* | *Due Date* | *Status* |
| 1 | Milestone report | Chun Yee Herman Lai | 30/4/2021 | Completed |
| 2 | Refine Microsoft API function | Chun Yee Herman Lai | 6/5/2021 | In progress |
| 3 | Integrate parts from Team 8’s web-scraper | Chun Yee Herman Lai | 7/5/2021 | In progress |
| 4 | Milestone 2 planning | Chun Yee Herman Lai | 7/5/2021 | In progress |
| 5 | Milestone report | Fangyu Yuan | 30/4/2021 | Completed |
| 6 | Refine Microsoft API function | Fangyu Yuan | 6/5/2021 | In progress |
| 7 | Integrate parts from Team 8’s web-scraper | Fangyu Yuan | 7/5/2021 | In progress |
| 8 | Milestone 2 planning | Fangyu Yuan | 7/5/2021 | In progress |
| 9 | Milestone report | Haoyu Wang | 30/4/2021 | Completed |
| 10 | Refine Microsoft API function | Haoyu Wang | 6/5/2021 | In progress |
| 11 | Integrate parts from Team 8’s web-scraper | Haoyu Wang | 7/5/2021 | In progress |
| 12 | Milestone 2 planning | Haoyu Wang | 7/5/2021 | In progress |
| 13 | Milestone report | Zhendong Shi | 30/4/2021 | Completed |
| 14 | Refine Microsoft API function | Zhendong Shi | 6/5/2021 | In progress |
| 15 | Integrate parts from Team 8’s web-scraper | Zhendong Shi | 7/5/2021 | In progress |
| 16 | Milestone 2 planning | Zhendong Shi | 7/5/2021 | In progress |

**4 Question**

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

Note: Next meeting will be held on 13th May 2021.