

The **week3** MCI Project client meeting will be held in Room 4.20, Ingkarni Wardli Building
at **12:00 pm on Thursday 16 March 2023**

Chair: Lize Chen

Members: Qingyan Yang, Yanlin Du, Guochang Chen

Client: Dr. Cruz Izu

Apologies: None.

1. Presentation of Last Meeting

- Presentation of client requirements
- Discussion and clarification of client requirements
- Research updates on the project
- Discussion and analysis of the research findings
- Decision on the roles and responsibilities of each team member

2. Show the client the preliminarily designed front-end interface

- Review the design and gather feedback from the client
- Discuss any necessary changes or improvements

3. Further refine customer needs

- Review and clarify the client's requirements
- Discuss any additional needs or preferences
- Identify any potential challenges or concerns

4. Report current work progress to clients

- Provide an update on the project's progress since the last meeting
- Highlight any significant achievements or milestones
- Discuss any issues or roadblocks and propose solutions

5. Next steps

- Confirm the date, time, and location of the next meeting
- Identify any additional meetings or deliverables needed before the next meeting