

The **week9** MCI Project client meeting will be held via zoom **on Tuesday 09/05/2023 10.30 am**

**Chair:** Guochang Chen

**Members:** Qingyan Yang, Lize Chen, Yanlin Du

**Apologies** None.

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**Objective:** To demonstrate the CodeConverter project's first version, receive feedback

and guidance, and discuss future improvements.

## **1. Welcome and Introductions**

Introduce all attendees and provide an overview of the meeting's objective.

## **2. Project CodeConverter Overview**

Present a brief overview of the CodeConverter project, including the problem it solves and the key features of the completed version.

## **3. Demonstration**

Provide a live demonstration of the completed version of CodeConverter, highlighting its main features and functionality.

## **4. Feedback and Suggestions**

Invite Dr. Amali to provide feedback on the demonstration and ask any questions or concerns regarding the project.

## **5. Future Improvement Plans for Milestone 2**

Discuss the areas for future improvement and development that we plan to implement, including any new features or functionalities.

## **6. Q&A**

Open the floor for any additional questions or concerns that Dr. Amali or any other attendees may have.

## **7. Next Steps**

Summarize the key takeaways from the meeting and outline the next steps for the project, including any action items or follow-up tasks.

## **8. Adjournment**

Conclude the meeting and thank all attendees for their time and participation.