

# **Agenda of the Week8 Group Meeting**

Group 7

Monday 1 May 2023

The **week8** MCI Project group meeting will be held via zoom **on Monday or Wednesday** after the client meeting

**Chair:** Yanlin Du

**Members:** Qingyan Yang, Guochang Chen, Lize Chen

**Apologies:** None.

**Objective:** Review issues in Milestone 1 delivery and confirm the final version of the project (Milestone 2 Plan).

## **1. Overview of Team Accomplishments**

- Review on the milestone 1 delivery
- Brainstorm on new features for milestone 2 plan

## **2. Activities and Tasks Assigned this Week**

- Keep reviewing and updating the milestone 1 delivery
- Schedule a client meeting to demonstrate the first version of the project upon completion
- Confirm Milestone 2 Plan

## **3. Next steps**

- Adjust the Milestone 2 features base feedback from the client
- Complete and submit Milestone 2 Plan
- Team members should ready for the milestone 2 implementation in Week 09 and familiarise with the coming testing plan