Agenda of the Week12 Group Meeting

Group 7

Monday 29 May 2023

The **week12** MCI Project group meeting will be held via zoom **on Monday 29 May 2023**

Chair: Yanlin Du

Members: Qingyan Yang, Guochang Chen, Lize Chen

Apologies：None.

Objective: Summarize the task achievements of mid-break, reflect and summarize the mistakes or imperfections during the project, and assign tasks for the week

1. Discussion on Demo Presentation

- Confirm the objectives and key points of the demo presentation
- Discuss the flow and content of the presentation
- Solicit feedback and suggestions for improvement

2. Planning Project Poster Tasks

- Assign tasks for completing the poster
- Discuss deadlines and expectations for each task

3. Project Progress Catch Up

- Update on the current status of the project
- Discuss any challenges or issues encountered
- Review upcoming milestones and deadlines

4. Design Project Demo Functionalities Coverage

- Discuss the key functionalities to be covered in the project demo
- Plan how to demonstrate each functionality effectively
- Solicit feedback and suggestions for improvement

5. Next steps

- Confirm the tasks assigned for this week and the following weeks
- Make an appointment with the client before the Demo Presenatation