

The **week5** MCI Project group meeting will be held via zoom **at 7:00 pm on Saturday 1st April 2023**

Chair: Guochang Chen

Members: Qingyan Yang, Lize Chen, Yanlin Du

Apologies: None.

1. Presentation of the Last Meeting

- Reviewed last week's requirement and completion rate of task
- Adjustments on weekly tasks set a few priorities
- Discuss on milestone report

2. Summary of weekly task completion

- Finished Business case and draft plan
- The code editor for the front end is determined
- The server setup is on track
- Response to pitch QA

3. Discussion on Milestone Report

- Defined tasks need to be done before the Midterm break is finished
- The determined outcome for both the front end and back end before Milestone
- Discussed backup plan if some tasks are unable to be completed

4. Action items

- Code implementation on server setup
- Code implementation on the code editor
- Further discussion on the Milestone report

5. Next steps

- Confirm the tasks assigned for this week and the following weeks
- Identify any additional meetings or deliverables needed before the next meeting
- Code implementation