The **week3** MCI Project group meeting will be held in zoom **at 5:00 pm on Friday 17 March 2023**

Chair: Lize Chen

Members: Qingyan Yang, Yanlin Du, Guochang Chen

Apologies： None.

1. Presentation of Last Meeting

- Improve the primary model of the project
- Requirements Elicitation
- Improve the Pitch Presentation draft

2. Summary of weekly task completion

- Review progress made over the past week
- Discuss any challenges encountered and how they were resolved
- Celebrate achievements and identify areas for improvement

3. Determination of future milestones

- Review current project timeline and identify upcoming milestones
- Discuss any necessary adjustments or additions to the timeline
- Assign tasks and responsibilities to team members to ensure milestones are met

4. Review of Pitch Presentations

- Each team member presents their pitch presentation
- Review and provide feedback on each presentation
- Ensure consistency in style and format
- Identify any gaps in content or areas for improvement

5. Action items

- Assign tasks and responsibilities to team members
- Set deadlines for completion of tasks

6. Next steps

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