Agenda of the Week7 Group Meeting

Group 7

Thursday 7 April 2023

The **week7** MCI Project group meeting will be held via zoom **on Thursday or Friday**

Chair: Lize Chen
Members: Qingyan Yang, Guochang Chen, Yanlin Du

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. Summary of team achievements during the mid-break period:

- Completion of front-end interface
- Backend is almost complete, only debugging remains
- Reflection and summary of imperfections and mistakes encountered during the project

2. Announcement of tasks for this week:

- Complete the backend interface
- Schedule a client meeting to demonstrate the first version of the project upon completion
- Complete Milestone 1 Report

3. Next steps

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