

Agenda of the Week11 Group Meeting

Group 7

Monday 22 May 2023

The **week7** MCI Project group meeting will be held via zoom **on Monday 22 May 2023**

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. Bug Demonstration and Assignment

- Present currently identified bugs
- Assign troubleshooting and resolution tasks

2. Discussion on New Customer Requirements

- Discuss newly received customer demands
- Explore potential solutions and plan implementation

3. Project Launch Discussion

- Review progress and current state of the project
- Discuss whether the project should go live or not

4. Planning and Delegation for this Week's Tests

- Review the test plan for the week
- Categorize the testing tasks
- Allocate tasks to testing personnel

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