

Minutes of the Week8 Team Meeting

Group 7

Wednesday 3 May 2023

Chair Yanlin Du

Members Qingyan Yang, Lize Chen, Guochang Chen

Apologies None

1. Time and Place

The third group meeting for the MCI Project was held on **zoom meeting at 7:00 pm on Wednesday 3 May 2023.**

2. Quorum Announcement

The Chairman announced that a quorum of the group was present, and that the meeting, having been duly convened, was ready to proceed with its business.

3. Overview of Team Accomplishments

3.1 Review on the milestone 1 delivery

- Review any existing improvements or issues needed to fix in milestone 2.
- Everyone shares user experiences to the team while using the application.

3.2 Brainstorm on new features for milestone 2 plan

- Add features/modules: Validate the input source language
- Add features/modules: Validate the code correctness and reliability
- Improve UI/UX: revise the problem of slider overlap, alert modal appearing in the appropriate position and non-uniform-style popup.

4. Announce tasks for this week:

4.1 Review and update the milestone 1 delivery

Keep reviewing and debugging any issues in the current project individually. Report and update to the team.

4.2 Complete Milestone 2 Plan

Milestone 2 Plan is due this Friday. Confirm the details with all the team members. Recorded the features by Yanlin. Qingyan will complete the details of Milestone 2 Plan and submit it on Friday after review with the team.

5. Next steps:

- Complete and submit the milestone 2 plan due this week and prepare for the following testing plan.
- Start implementing Milestone 2.
- Make an appointment of the client meeting with the client to update the project process and gain any suggestions or improvements.

6. Adjournment

The next formal meeting planned is a ***client meeting***, which is planned to be held by **zoom meeting**. If the client does not respond in this week the team will attend the next Monday lecture in person to get in touch with the client.