

# **Minutes of the Week 12 Team Meeting**

Group 7

Monday 29 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 Monday 29 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 Discussion on Demo Presentation**

- The objectives and contents of the demo presentation were confirmed.
- The flow and content of the presentation were discussed, with several suggestions made for improvement. Qingyan, Lize and Yanlin will conduct the project description and Guochang will present the demo.

### **3.2 Project Progress Catch Up**

- Challenges and issues encountered were discussed and ensured the same issues would occur during the demo.
- Confirm issues found last week are fixed and tested.
- Upcoming milestones and deadlines were reviewed and confirmed.

## **4. Announce tasks for this week:**

### **4.1 Planning Project Poster Tasks**

Tasks for completing the poster were assigned to each member. Deadlines and expectations for each task were discussed and agreed upon.

#### 4.2 Design Project Demo Functionalities Coverage

Key functionalities to be covered in the project demo were discussed. Most of the functionalities will be the positive test, and a few negative tests will be covered for presenting the error handling of the project.

#### 5. Next steps:

- Reviews Milestone 2 delivery.
- Prepare demo presentations with the team.
- Make an appointment for the client meeting with the client to confirm the details of the demo presentation and gain any suggestions or improvements.

#### 6. Adjournment

The next formal meeting planned is a *client meeting or group meeting*, which is planned to be held by **zoom meeting**. If the client does not respond in this week the team manager of next week will recap with the client.