The **first** MCI Project group meeting will be held on **zoom meeting at 7:00 pm on Saturday 11 March 2023**

Chair: Qingyan Yang

Apologies：None.

1. Presentation of Last Meeting

Last client meeting, the customer stated the main functional requirements for the project; each of the team members proposed their opinions on the project administration regulations, and the general administration regulations were unified.

2. Agenda

2.1 Different types of project requirements discussion (7:00 pm-8:00 pm)

Discuss the specific key points of functional requirements, and the aim is to elicit requirements to satisfy clients; deliver a document or prototype after meeting to demonstrate these requirements discussed on meeting.

2.2 Technology stack and task distribution confirmation (8:00 pm-8:30 pm)

Determine suitable technology stack for the project, looking up relevant knowledge is required for team members before attending the meeting. And team members will be assigned to front-end or back-end based on their own preferences.

2.3 Pitch presentation slides framework discussion and task distribution (8:30 pm-9:00 pm)

Prepare the slides for the pitch presentation held on week 4, mainly discuss the framework of slides in this meeting, and assign different parts to different team members for content-filling and presenting.

Note: The next planned meeting is a ***client meeting*** and time is uncertain, it will be confirmed on next Monday.