Agenda of the Week7 Client Meeting

Group 7

Wednesday 26 April 2023

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

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

Apologies：None.

1. Time and Place

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

2. Welcome and Introductions

Introduce all attendees and provide an overview of the meeting's objective.
Objective:To demonstrate the CodeConverter project's first version, receive feedback and guidance, and discuss future improvements.

3. Project CodeConverter Overview

Present a brief overview of the CodeConverter project, including the problem it solves and the key features of the completed version.

4. Demonstration

Provide a live demonstration of the completed version of CodeConverter, highlighting its main features and functionality.

5. Feedback and Suggestions

Invite Dr. Amali to provide feedback on the demonstration and ask any questions or concerns regarding the project.

6. Future Improvement Plans

Discuss the areas for future improvement and development that we plan to implement, including any new features or functionalities.

7. Q&A

Open the floor for any additional questions or concerns that Dr. Amali or any other attendees may have.

Summarize the key takeaways from the meeting and outline the next steps for the project, including any action items or follow-up tasks.

8. Adjournment
Conclude the meeting and thank all attendees for their time and participation.