

The **week4** MCI Project group meeting will be held in zoom at **5:00 pm on Monday 20 March 2023**

Chair: Yanlin Du

Members: Qingyan Yang, Lize Chen, Guochang Chen

Apologies: None.

1. Presentation of Last Meeting

The team discussed the necessary modifications to the PowerPoint presentation to align with the client's requirements. Additionally, the team assigned individual responsibilities and adjusted the content accordingly. The team emphasized the importance of maintaining a consistent PowerPoint style throughout the presentation, and optimized the readability and professionalism of the slides. Furthermore, the team discussed the possibility of finding additional resources that can be used to further improve the project.

2. Approval of minutes from the previous meeting

The minutes from the previous meeting were reviewed and approved without objection.

3. Individual Accomplishments Reports

3.1 LizeChen

- Worked as a member of the Code Converter project, responsible for the frontend part of the project.
- Participated in team meetings to discuss the project's progress and individual tasks.
- Studied and researched various topics related to frontend development, including accessing the element inspector, the Chrome DevTools documentation, the concept of Normal Flow in CSS, and the use of Flexbox for positioning elements.
- Improved and modified slides for a pitch presentation related to the Code Converter project and spent several hours recording and editing a pitch presentation video.

- Attended a lecture and seminar related to the MCI project.
- Participated in a team meeting to review the progress of the week and summarize individual tasks.

3.2 Qingyan Yang

- Participated in Monday lecture
- Participated group meeting on Saturday
- Revised final-version pitch slides
- Recorded presentation video
- Cut and edited the entire team presentation video
- Studied Python basic syntax
- Started to learn Django

3.3 Yanlin Du

- Practiced pitch presentation, wrote speech, adjusted slides based on feedback
- Organized team meeting and prepared team documentation this week
- Read lecture materials on business case and draft plan to provide reference structure for team
- Read tutorial materials and participated this week session
- Recorded pitch presentation video
- Studied Bootstrap and CSS, searched for React Bootstrap frontend templates

3.4 Guochang Chen

- Attended lecture and tutorial
- Start setting up python project virtual environment
- Pitch presentation recoding
- Study java2Py package
- Python web socket connection setup

4. Practice on Pitch Presentation

During the meeting, the team focused on practicing and refining the pitch presentation. All the team members participated in Monday's lecture to receive feedback from the lecturer on the presentation. After receiving feedback, the team practiced presenting the pitch together to ensure smooth transitions between slides and delivery of content. Timing the presentation was also crucial to ensure all contents were covered within the given time limit, and adjustments were made if necessary.

During the meeting, the team discussed the internal deadline for individual recording and the recording standards for the pitch presentation. ZOOM is recommended to use to share the screen with the camera on, and the camera's background should be a white wall to maintain consistency. The team agreed that the recordings should be completed no later than Wednesday and handed to Qingyan Yang to edit them together. On Thursday, all team members were expected to review the final recording and upload it to YouTube.

5. Discussion of Business case and Draft Plan

During the meeting, the team discussed the business case and draft plan at a high level. Yanlin Du summarized the structure and expected deliverables based on the sample and discussed possible adjustments with the team.

6. Review of Project Implementation Progress

The team discussed their research findings and decided to change the backend framework from Node.js to Python Django. The team discussed the implications of the change on the project's timeline and agreed to adjust their plan accordingly. The team emphasized the importance of ensuring a smooth transition and minimizing any potential disruptions to the project's progress. The team agreed to put some effort into self-learning Django.

7. Action items

Yanlin Du assigned tasks and responsibilities to team members and set deadlines for completion of tasks. Each team member is required to complete their individual recording before Wednesday night, with a time limit of 2-3 minutes. It is important that all team

members read the requirements and sample of the Business Case and Draft Plan so that they can quickly allocate specific responsibilities for the following week.

7.Next steps

The team confirmed the details and task allocations of Business Cases and Draft Plan will be discussed on next week. Start setup the implementation framework.