

Minutes of the Week7 Client Meeting

Group 7

Thursday 7 April 2023

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Apologies None

1. Time and Place

The third group meeting for the MCI Project was held on **zoom meeting at 5:00 pm on Thursday 6 April 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. Summary of the team's achievements during the mid-break:

3.1 Front-end interface completed

- Changed the language selection area from buttons to a drop-down menu, allowing users to freely choose input and output languages.
- Implemented import and export functions, with file extensions used to determine if the imported file type is valid.
- Input and output boxes feature highlighting and other styles.

1.2 Back-end is mostly finished, with only debugging remaining

- Clicking the "Convert" button converts the code in the input box to the target language.

1.3 Reflection on mistakes or imperfections encountered during the project

Communication and technical issues: Lack of communication led to redundant, meaningless work. Different devices and browser zoom settings caused the project page to display differently, but no communication took place, leading to unnecessary changes. The issue was later discovered to be due to zoom ratios.

In the future, we will strengthen communication and ensure that any misunderstandings or concerns are addressed through discussion, rather than making assumptions.

Failure to update in a timely manner: Lack of timely updates led to redundant work. Some tasks were not uploaded to Git promptly, causing team members to mistakenly believe that the functionality was incomplete, leading to duplicate work.

Going forward, each team member will update and upload their completed work promptly. Improve project management processes.

4. Announce tasks for this week:

4.1 Complete the back-end interface

Finish the first version of the project.

4.2 Plan a client meeting to demo the first version of the project

Plan to finish the final debugging of the project on Tuesday, then hold a meeting with the client to gather feedback and discuss the future direction of the project, as well as any additional features that may be needed.

4.3 Complete Milestone 1 Report

Milestone 1 Report is due next Monday. Assign tasks, discuss whether Milestone 1 was completed on time, address any issues, and consider future developments.

5. Next steps:

Confirm the tasks assigned for this week and the following weeks.

Identify any additional meetings or deliverables needed before the next meeting.

6. Adjournment

The next formal meeting planned is a *client meeting*, which will be held on **zoom meeting at 7:00 pm on Monday 1 May 2023**. The meeting closed at 5:30 pm.