

The **4th** MCI Project client meeting will be held on **zoom meeting at 4:00 pm on Thursday 18 May 2023**

Chair: Qingyan Yang

Apologies: None.

1. Presentation of Last Meeting

Last meeting was a team meeting where we discussed issues regarding the test plan and assigned specific tasks for milestone 2. We expect to complete milestone 2 and the testing for milestone 1 within this week.

2. Agenda

2.1 Progress presentation (16:00 pm-16:20 pm)

Presenting current progress: We have completed milestone 1, which includes all the requirements specified by the client. We are currently working on milestone 2, and our work requires feedback from the client to make any necessary modifications or additions.

2.2 Reconfirmation of using OpenAI API (16:20 pm-16:30 pm)

Reconfirming the issue with OpenAI API usage: We are aware that there may be downtime issues with the OpenAI API, which can only be resolved by obtaining additional funding. Additionally, the API key we are currently using is a personal one obtained by one of our team members. It is necessary to discuss the need for a contingency plan in case of any API-related issues.

2.3 Confirmation of usage form(16:30 pm-16:45 pm)

Confirming the form of product usage: Need the client to inform us about the preferred form of using the product. Should it be run locally in an IDE (requiring the client to install the necessary environment), deployed online, or developed as a desktop application?

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

