

The **week3** MCI Project group meeting will be held in zoom at **5:00 pm on Friday 17 March 2023**

Chair: Lize Chen

Members: Qingyan Yang, Yanlin Du, Guochang Chen

Apologies: None.

1. Presentation of Last Meeting

- Presentation of client requirements
- Discussion and clarification of client requirements
- Research updates on the project
- Discussion and analysis of the research findings
- Decision on the roles and responsibilities of each team member

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

- Completed basic HTML study
- Scheduled a client meeting for Thursday and prepared the agenda
- Attended an MCIP tutorial
- Made progress on my portion of the pitch presentation
- Attended the client meeting, took minutes, and revised the pitch presentation based on client feedback
- Organized the team meeting, prepared the agenda, led the meeting, and established milestones
- Determined pitch presentation revision direction
- Refined pitch presentation slides
- Studied CSS and learned how to add styles to HTML using CSS

- Learned how to use class and ID attributes, select specific elements for styling, and understand the cascade

3.2 Qingyan Yang

- Attended an MCIP tutorial
- sent email to invite client for a client meeting
- Participated a client meeting on Thursday
- Revised product requirements and prototype
- Done my part of pitch slides
- Revised the whole pitch slides
- Searched for github open source for conversion function
- Searched and saved some tutorials for node.js and javascript

3.3 Yanlin Du

- Participated in client meeting and team meetings this week
- Conducted research on additional language conversion libraries to support extension features
- Collaborated with team to finalize and complete pitch presentation slides
- Studied tutorial and lecture materials and attended this week sessions
- Completed a section of the FreeCodeCamp front-end development course
- Explored Bootstrap to learn about its features and how it can be used to style HTML elements, including using its grid system, pre-defined CSS classes, and components

3.4 Guochang Chen

- Did research on any open source API for code convertor
- Figured out we need to use third party package written in Python from open source in our project
- Participated group meeting on pitch slide discussion, did work on my pitch slides
- Kept learning how to use Django to set up backend server

4. Determination of future milestones

Guochang Chen reviewed the current project timeline and identified upcoming milestones. The team discussed necessary adjustments to the timeline and identified tasks and responsibilities for each team member to ensure milestones were met.

5. Review of Pitch Presentations

Each team member presented their pitch presentation, and the team provided feedback. The team ensured consistency in style and format and identified gaps in content or areas for improvement. The team identified the need to unify the style, increase the cohesive part, and improve the supplement according to the list to improve the pitch presentations.

6. Action items

Lize Chen assigned tasks and responsibilities to team members and set deadlines for completion of tasks. The team agreed to complete research and study by the end of fourth week, build up the general framework by fifth week , and complete the first initial version in the agile model by the end of week7.

7.Next steps

The team confirmed the date, time, and location of the next meeting and identified additional meetings.