Agenda of the Week13 Client Meeting

Group 7

The **week13** MCI Project client meeting will be held via zoom **on Monday or Tuesday**

Chair: Yanlin Du
Members: Guochang Chen, Lize Chen, Qingyan Yang,
Apologies：None.

1. Time and Place

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2. Welcome and Introductions

Introduce all attendees and provide an overview of the meeting's objective.
Objective: Discuss the details of the upcoming demo for our online code converter project, present the draft poster, and address any questions or concerns.

3. Demo Details Confirmation

- Discussion of the demo's purpose and objectives, specifically how it relates to the online code converter project
- Confirmation of the demo's flow and key features of the online code converter
- Understanding and confirming the client's expectations and what they hope to see in the demo

4. Draft Poster Discussion

- Discussion of the draft poster for the demo, which showcases the online code converter
- Explanation of the key elements and messages in the poster
- Solicit feedback and suggestions for improvement

5. Q&A

Open the floor for any additional questions or concerns that Dr. Weerasinghe 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.

6. Adjournment

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