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

- Recap of the previous meeting with the client and their feedback
- Discussion of any changes made to the user requirements or prototype as a result of the feedback
- Overview of the competitor analysis and how it influenced further optimization of the prototype
- Presentation of the updated PPT and any other relevant materials

2. Summary of weekly task completion

- Review of the tasks assigned to each team member for the current week
- Assessment of progress made by each team member towards completing their tasks
- Discussion of any roadblocks or issues encountered during the week
- Confirmation that all tasks will be completed on time

3. Practice on Pitch Presentation

- Review of the pitch presentation outline and key points to be covered
- Discussion of any changes or improvements that can be made to the presentation
- Exercises to practice delivering the pitch and receiving feedback from others

4. Discussion of Business case and Draft Plan

- Overview of the purpose and goals of the business case
- Analysis of the samples and how it can be leveraged for the project
- High-level review of the draft plan for the project, including timelines, milestones
- Discussion of any additional resources or support needed to execute the plan successfully

5. Action items

- Assign tasks and responsibilities to team members
- Set deadline for completion of individual recording

- Review final presentation before Friday

6. Next steps

- Confirm the tasks assignment for this week and following weeks
- Identify any additional meetings or deliverables needed before the next meeting
- Implemention of the project