The **week3** MCI Project client meeting will be held in Room 4.20, Ingkarni Wardli Building **at 12:00 pm on Thursday 16 March 2023**

**Chair:** Lize Chen

**Members:** Qingyan Yang, Yanlin Du, Guochang Chen

**Client:** Dr.Cruz Izu

**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. Show the client the preliminarily designed front-end interface**

* Review the design and gather feedback from the client
* Discuss any necessary changes or improvements

**3. Further refine customer needs**

* Review and clarify the client's requirements
* Discuss any additional needs or preferences
* Identify any potential challenges or concerns

**4. Report current work progress to clients**

* Provide an update on the project's progress since the last meeting
* Highlight any significant achievements or milestones
* Discuss any issues or roadblocks and propose solutions

**5. Next steps**

* Confirm the date, time, and location of the next meeting
* Identify any additional meetings or deliverables needed before the next meeting