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**

* Improve the primary model of the project
* Requirements Elicitation
* Improve the Pitch Presentation draft

**2. Summary of weekly task completion**

* Review progress made over the past week
* Discuss any challenges encountered and how they were resolved
* Celebrate achievements and identify areas for improvement

**3. Determination of future milestones**

* Review current project timeline and identify upcoming milestones
* Discuss any necessary adjustments or additions to the timeline
* Assign tasks and responsibilities to team members to ensure milestones are met

**4. Review of Pitch Presentations**

* Each team member presents their pitch presentation
* Review and provide feedback on each presentation
* Ensure consistency in style and format
* Identify any gaps in content or areas for improvement

**5. Action items**

* Assign tasks and responsibilities to team members
* Set deadlines for completion of tasks

**6. Next steps**

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

**7. Adjournment**