The **week5** MCI Project group meeting will be held via zoom **at 7:00 pm on Saturday 1st April 2023**

**Chair:** Guochang Chen

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

**Apologies**： None.

**1. Presentation of the Last Meeting**

* Reviewed last week’s requirement and completion rate of task
* Adjustments on weekly tasks set a few priorities
* Discuss on milestone report

**2. Summary of weekly task completion**

* Finished Business case and draft plan
* The code editor for the front end is determined
* The server setup is on track
* Response to pitch QA

**3. Discussion on Milestone Report**

* Defined tasks need to be done before the Midterm break is finished
* The determined outcome for both the front end and back end before Milestone
* Discussed backup plan if some tasks are unable to be completed

**4. Action items**

* Code implementation on server setup
* Code implementation on the code editor
* Further discussion on the Milestone report

**5. Next steps**

* Confirm the tasks assigned for this week and the following weeks
* Identify any additional meetings or deliverables needed before the next meeting
* Code implementation