

Team 23

Minutes of Initial Client Meeting

1pm-1:30pm, Wednesday the 22nd of October 2025, Teams

Present: Emilie Fontaine, Paula Monica, Harvey Hill, Alfie Jenkins, Sylenyx Patten.

Apologies: None

Welcome: EF introduces herself, discusses her background in project management, her companies and Peelback MVP to which this project belongs.

Notetaker: PM, Meeting chair: PM, Timekeeper: AJ.

Meeting purpose: Initial meeting to introduce client and group, discuss project timeline and key dates, discuss project vision and initial user requirements, and ask questions regarding project.

Items for discussion:

- a) EF wanted to know the key dates for the project timeline, such as sprint dates and deliverables. PM stated we have an initial sprint review on 3rd of November which is to ensure set up went well and our official first sprint behind 3rd of November, we are unsure of exact deliverable dates as of yet (action) AJ will email university staff to clarify.
- b) Team wanted to know the project vision and initial requirements, EF ran through a generalised description of project and its purpose as well as main features, which included PDF uploading, utilising AI to summarise and simplify medical research papers, providing a user friendly format of AI output, and a complexity/audience slider which decides the complexity/focus of AI output.
- c) The team had multiple questions regarding the project:

PM wanted to know about the existing prototype and access to the prototype. EM showed a demo of the prototype during the meeting, (action) EF will provide link and password to prototype post meeting for us to test. EF emphasised the dislike of the powerpoint slide format of the prototype.

HH wanted clarity on the project hosting environment, EF hasn't thought about it yet. HH suggested hosting on his own server for now EF agreed, in the event HH's server isn't enough contact EF and she will set something up.

PM wanted to know about existing AI implementation, EF said there is none, PM suggested the GPT API approach team had previously discussed, EF said she is happy with any approach.

AJ wanted to know if this will be its own website or an existing website, EF clarified this will be its own website. AJ wanted clarity on the front end vision for the website. EF wants the website to follow brand guidelines (action) EF will send links with brand guidelines and aesthetics post meeting. EF stated the webpage doesn't have to be fully designed but it has to be user friendly, follow brand colours and keep it simple.

The team wanted clarity of the format of AI output. EF said it is up to our discretion however to avoid a slide based format and ensure it's user friendly.

SP wanted to know about the implementation of additional features, EF said she would really like the complexity slider feature, all additional features can be guided by us based on sprint progress and additional information discovered throughout implementation.

HH wanted to know about testing locally, EF agreed to the use of a personal server therefore HH can organize local testing from his server.

AJ wanted to know about testing with target groups. EF said she's currently organising discovery workshops which will occur in November and December, the feedback she gathers can be used to alter out approach and sprint plans.

- d) A discussion about availability took place in order to schedule future meetings, we decided sprint meetings every 2 weeks were ideal, these will occur on Monday's at 10am, (action) PM will set up recurring Teams meetings and send out the link. EF suggested we skip the first meeting as we're only starting the first official sprint on the 3rd of November, so there wouldn't be much to discuss, everyone agreed.
- e) EF suggests regular items for meetings revolve around us catching her up on the current progress and asking any new questions we might have, PM suggests additionally getting feedback from EF on implemented features. Everyone agrees.

AOB: EF needs us to sign IP transfer forms before sending us relevant prototype info, (action) EF will send forms post meeting, (action) team will sign these forms.

Time and Date of Next 2 meetings:

- a) Monday 17th of November 10-10:30 am, Teams
- b) Monday 1st of December 10-10:30am, Teams