

Team 23

Minutes of Client Meeting

10am-10:30am, Monday the 17th of November 2025, Teams

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

Apologies: SP, apologies for being 3 minutes late due to technical difficulties with the teams platform.

Welcome: EF welcomes us to the meeting.

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

Meeting purpose: Regular bi-weekly client meeting to update the client on project progress, any issues encountered and aims for the next sprint.

Previous actions:

- a) EF asks us to confirm everyone has received access to the prototype post signing IP transfer document. We all confirm we have access.

Regular items for discussion:

- a) PM states the project is progressing well and the majority of the setup stages have been completed without difficulty.
- b) PM states she has begun work on the low-fi UI design. Additionally she has completed all the documentation of minutes and agendas for meetings.
HH, with the help of AJ has set up the base infrastructure for the backend and confirmed everyone can join successfully.
SP has successfully set up the trello and github for the project and has begun assigning tasks.
Everyone has been completing project plan documentation as expected.
- c) HH and AJ have encountered some difficulties with the backend set up and therefore it is yet to be linked to the rest of the project.
SP encountered some delays with setting up the github due to university controlled access permissions but that has been sorted now.
- d) EF asks what the plans and goals for next sprint are:
 - i) AJ: Devise a list of prompts for basic model testing, Compile a list of promising test prompts, Research and establish connection with GPT API

- ii) SP: Compile a list of medical papers for testing, Ensure git commits are going through without issue, Finding relevant studies and similar applications for documentation
- iii) PM: Implement PDF uploading for backend, Create a few options of high fidelity UIs, Finalize low fidelity UI designs, Upload AI research to GitHub
- iv) HH: Ensure correct SSH access to development server, Create basic frontend and backend files; HTML, CSS and main JS, Set up development environment
- v) Whole team: Continue working on project plan documentation

EF confirms she is happy with this plan. She says she would like to see some sort of user flow process, PM says she is happy to include that in the UI design stages and will keep EF updated on the progress of the visual appearance of the page (action) PM will send EF some initial low-fi UI designs once completed.

New items for discussion:

- a) PM asks about the progress of discovery workshops. EF says the first one has gone great with a good turnout and feedback. EF will compile a document with the findings and ideas she likes and send it over to us for the next sprint.

AOB:

PM asks about the website for research paper resources. EF suggests the use of PubMed.
(<https://pubmed.ncbi.nlm.nih.gov/>)

Time and date of next meeting:

- a) 10am-10:30am, Monday the 1st of December 2025, Teams