

Meeting Minutes

Meeting Title: Meeting 1 - Introduction and Brainstorming

Date: 22nd July 2025

Time: 10:00 - 12.00 pm

Location: OnSite (CSSE 207 : Seminar Room)

Minutes Prepared By: Gayathri Kasunthika Kanakaratne

Attendees:

Dani Thomas, Siqi Shen, Wei Dai, Christina Fington, Gayathri Kasunthika Kanakaratne

Discussion

1. Introductions & Icebreaker

Gayathri opened the meeting with a warm icebreaker, inviting everyone to introduce themselves and share a little about their backgrounds and interests, which helped set a collaborative tone. Following her lead, Christina, Dani, Wei, and Siqi continued with their introductions.

2. Review and Selection of Project Topics

As the team members individually reviewed the topics, the group collectively revisited the list to confirm feasibility and ensure alignment with our combined skills.

Christina, Dani, Wei, and Siqi shared their perspectives on each proposed topic's suitability, which helped narrow down the options by eliminating those less aligned with our backgrounds. Collectively, they agreed on moving forward with Topic #23 by considering the technical feasibility

- Gayathri, who had originally suggested Topic #29, elaborated on its potential and relevance.

3. Completion of Offer Selection Form

Following a detailed discussion, the team reached a consensus on the final priority ranking.

Priority 1 - #23 - **Korean language placement test system**

Priority 2 - #29 - **Health, Safety & Wellbeing Training Tracker**

Priority 3 - #12 - **An Online Platform for Intelligent Agent Mini-Contests**

Priority 4 - #9 - **AI Study planner**

Priority 5 - #7 - **AI Unit rule Builder**

- Topic #23 appeared as the clear favorite among the majority of team members.
- Dani took the initiative to complete and submit the official topic selection form on behalf of the group.

Next Steps

Once the priority has been confirmed, the team will prepare a formal letter addressed to both the project facilitator and the client. The purpose of this communication will be to request an initial meeting aimed at establishing a clear understanding of the project requirements, addressing any uncertainties, and ensuring that expectations are aligned from the outset. As part of this process, the team will also outline a client communication plan, which will define the preferred channels of communication, frequency of updates, and key points of contact to ensure smooth collaboration throughout the project.