**Minutes of the First Client Meeting**

**Thursday 13/3/2025**

Chair: Ruxin Ma

Secretary: Jiahui Hang

Members: Feinan Guo

Shiyu Zhao

Xuran Chen

Jiabao Ye (External)

Apologies: None

# Time and Place

The First client meeting for the AI Group Project was held in AIML meeting room at 4:00 pm – 4:40 pm on Thursday 14 March

# Quorum Announcement

The Chairman announced that a quorum of the group was present, and that the

meeting, having been duly convened, was ready to proceed with its business.

# Summary of Previous Meeting

In the last meeting, we conducted an icebreaker session where team members introduced themselves and provided a brief overview of the project. Preliminary questions regarding the project requirements were also raised for further discussion.

# 4. Group Milestone

## 4.1 Overview

The leadership position of Ruxin was confirmed, and a preliminary understanding of the project requirements was established.

## 4.2 Detailed Presentation

In this meeting, we reviewed the project requirements, which primarily focus on a web version. The interface will be divided into two sections: manager and worker, and a simple login interface is required. The frontend will need to support 3D/2D presentation and listing, along with defining how to interface with the backend team. We decided to set milestones every two weeks to review progress. The first sprint will focus on understanding the requirements and completing the pitch presentation. The second sprint will involve finalizing technical and development documentation and starting to learn the necessary technologies. The third and fourth sprints will emphasize web development, while the fifth sprint will focus on testing and delivery.

Additionally, we outlined the initial draft of the requirements document, aiming to complete it by Thursday evening.

Ruxin for Flowchat Demo

Feinan for Log in

Shiyu for Add item/ Show item

Jiabao for Assign task/settings

Calvin for Function related

Jiahui for 3D/2D presentation

# Individual Milestone Reports

Currently None