

Minutes of the Fifth Client Meeting

JZ1 Group

1:00 pm on Thursday 3 April 2025

Chair: Hui Tao
Secretary: Jingyu Qi
Members: Jinyu Miao
Zilin Song

1. Time and Place

The internal group meeting for the JZ1 Group Project was held in the designated room at 1:00 pm on Thursday 3 April 2025.

2. Quorum Announcement:

The Chair confirmed that a quorum of the group was present and that the meeting was duly convened to proceed with scheduled business.

3. Summary of Previous Meeting:

Added a structured and logical Table of Contents and refined formatting.
Platform logo design finalized and discussed among team members.
Survey questions were updated to reflect clarity and relevance.

4. Group Milestone

Jinyu Miao finalized backend logic for survey submission and data capture.
Zilin Song proposed additional teacher outreach strategies to enhance response rate.
Hui Tao and Jingyu Qi initiated content drafting for the first AI classroom case study.
The team created a Discord channel to improve daily collaboration.
Group emphasized need for continued feedback collection from SA-based K–12 teachers.

6. Requirements Elicitation

Promote survey form in teacher networks and relevant communities.
Start compiling practical teaching examples into full case studies.
Maintain active communication through Discord for coordination.
Prepare for upcoming milestone submission by reviewing overall content.

7. Adjournment

The meeting concluded successfully. The next internal meeting is scheduled to evaluate team progress and prepare for the next deliverable. Date and time to be determined via team poll.