Minutes of the Third Client Meeting

JZ1 Group

7:00 p.m. on Thursday 20 March 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 7:00 p.m. on Thursday, 20 March 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:**

   Hui Tao briefly summarized the outcomes from the previous meeting, which included:

   A review of the proposed content structure for the "Professional Development for Teachers" section.

   Initial evaluation of the UI wireframe and interface feasibility

   Discussion on UI modifications and technical adjustments
   Preliminary allocation of tasks to team members.

4. **Group Milestone**

   Hui Tao emphasized the importance of grounding the "Responsible AI" section with practical classroom examples. The team agreed to begin drafting a case study outline based on earlier research into AI-assisted writing in Year 8 English.

   Jinyu Miao reported backend progress, confirming API integration with authentication and database setup. Jinyu also initiated the server-side architecture required for scalable deployment.

   Zilin Song presented revised wireframes with improved accessibility features and bright color elements as suggested. The team agreed on the use of a bright green theme for the prototype visual style.

   Jingyu Qi shared insights from survey responses collected so far and recommended additional promotion to reach more SA-based K–12 teachers. A plan was drafted to expand distribution through targeted teacher groups.

   The group also debated whether to include a dedicated section on "Relational Skills." While some members saw value in its inclusion, it was agreed to leave it as an optional subsection for now.

Additionally, the group discussed the potential involvement of undergraduate students in creating teaching content. Further clarification and approval from the supervisor will be sought.

6. **Requirements Elicitation**

Continue collecting and analyzing teacher survey data.

Finalize and polish first draft of Responsible AI case study.

Confirm final UI design scheme using bright green highlights.

Clarify supervisor opinion on including relational skills and undergrad collaboration.

Establish a Discord channel to streamline team communication.

7. **Adjournment**

The meeting concluded at 8:30 p.m. The next internal meeting is scheduled to review surveyresults and finalize the Milestone 1 document for submission. Date and time to be determined via team poll.