The MCI group Project meeting will be held in 331 hub at 4:00 pm on Friday 14 March 2025

Agenda

Chair: Hui Tao

Secretary: Jinyu Miao

1. Outcomes in the last meeting

Understanding the client's basic requirements.

Sharing website information provided by our supervisor.

Sharing documents about existing guidelines and examples worldwide regarding the use of AI in teaching.

Initially breaking down our task into several smaller content modules, including: Rules for using AI, Teaching materials, Professional development for teachers, Soft skills for teaching, AI community.

Preliminary allocation of team tasks.

2. Agenda for next meeting

First, we will review the content structure we designed last time for the "PD for Teachers" to determine if it's suitable for us to move forward. Second, we need to evaluate the feasibility of our initial UI design and discuss any necessary modifications.

3. Other issues

Next meeting will be held on 20th March 2025