

Minutes of the Sixth Client Meeting

JZ1 Group

4:00 PM on Friday 9 May 2025

Chair: Hui Tao

Secretary: Zilin Song

Members: Jingyu Qi

Jinyu Miao

1. Time and Place

The sixth client meeting for the JZ1 group project was held in AIML meeting room, at 4:00 pm on Friday 9 May 2025.

2. Quorum Announcement

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

3. Summary of Previous Meeting

Started gathering real-world teaching examples for case studies

Continued use of Discord for team coordination

Completed backend logic for survey and data submission

Drafted content for AI case study

The team emphasized the importance of ongoing teacher feedback from SA-based K–12 educators

4. Group Milestone

Jinyu Miao started to work on the responsible AI slides for teachers.

Zilin Song and Jingyu Qi started to build teaching case web pages.

Hui Tao and Zilin Song finalized the teaching case content.

Jinyu Miao worked on the backend APIs.

5. Requirements Elicitation

The client has requested a new feature to integrate slides into the app, allowing users to view and download them directly.

The client has requested adjustments to teaching case page layout and AI tools page style.

6. Adjournment

The meeting concluded successfully. The team will start to build the teaching case pages and integrate frontend and backend.