

The MCI group Project meeting will be held in room at 1:00 pm on Thursday 3 April 2025

## Agenda

Chair: Hui Tao

Secretary: Jingyu Qi

### 1. Outcomes in the last meeting

Add a structured and logical Table of Contents, refine overall layout and formatting for consistency and clarity.

Design a Logo for the Platform.

Update Survey Questionnaire Based on Latest Feedback.

### 2. Agenda for next meeting

Continue outreach to increase survey participation among K – 12 teachers.

Set up a dedicated Discord channel to streamline internal communication and task coordination.

Start drafting a case study grounded in real-world teaching practices involving AI.

### 3. Other issues