Minutes of the Fourth Client Meeting

JZ1 Group

2:30 pm on Thursday 27 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 2:30 pm on Thursday 27 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:**

   The Responsible AI section should be grounded in real application case studies.
   Discussed the potential inclusion of a 'Relational Skills' section.
   Confirmed the use of bright green as the primary theme color for UI diagrams.
   Explored the possible participation of undergraduate students in content creation.

4. **Group Milestone**

   Zilin Song presented updated layout drafts with improvements in visual structure and consistency.

   Hui Tao suggested incorporating a logical Table of Contents and standardized formatting for all sections.

   Jinyu Miao reviewed the current status of API connectivity and data routing.

   Jingyu Qi proposed integrating logo design into the brand identity phase of development.

   The group agreed to update the survey questionnaire based on early feedback trends.

6. **Requirements Elicitation**

   Add a clear and logical Table of Contents to the platform document.
   Standardize layout and formatting for all team deliverables.
   Design and propose initial versions of the platform logo.
   Revise teacher survey items for clarity and relevance based on feedback received.

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.