Minutes of the Seventh Client Meeting

JZ1 Group

2:00 pm on **Monday 19 May 2025**

Chair: Hui Tao

Secretary: Zilin Song

Members: Jingyu Qi, Jinyu Miao

1 Time and Place

The seventh client meeting for the JZ1 group project was held in the AIML meeting room at 4:00 pm on Monday 19 May 2025.

2 Quorum Announcement

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

3 Summary of Previous Meeting

- Completed the first version of the **AI Tools overview** on the front-end.
- Refined the platform's visual layout and improved course-card responsiveness.
- Configured FastAPI endpoints for AI-related tools on the back-end (awaiting final push to GitHub).

4 Group Milestone

- **Responsible AI / AI literacy slides** drafted in Canva (Hui & Jinyu).
- Slides embedded into the website demo; download option prepared for teachers.
- Back-end API debugging finished and code pushed to GitHub (Jinyu).
- Front-end routing updated to include new **Start** and **Tools** sections (Zilin & Jingyu).

5 Requirements Elicitation

The client requested:

1. Confirmation that downloadable slide decks are packaged and accessible to teachers within the app.
2. Final check of slide content to ensure alignment with Responsible AI guidelines.
3. Minor style adjustments on the AI Tools page to match the updated teaching-case layout.

6 Adjournment

The meeting concluded at 4:45 pm. The team will focus on polishing the slide deck, performing user testing with two pilot teachers, and preparing a live demo for the next client review.

(Minutes prepared by Zilin Song and approved by the Chair.)