

## Minutes of the First Client Meeting

JZ1 Group

2:00 PM on 6 March 2025

Chair: Hui Tao

Secretary: Zilin Song

Members: Jingyu Qi

Jinyu Miao

### **1. Time and Place**

The first client meeting for the JZ1 group project was held in Hub, at 2:00 pm on Friday 6 March 2025.

### **2. Quorum Announcement**

The Chairman announced that a quorum of the group was present and that the meeting, having been duly convened.

### **3. Summary of Previous Meeting**

Hui Tao briefly introduced initial project plan for personal learning. Client explained the requirements for the project:

- (I) Developing a tool to provide professional development for teachers
- (II) Integrating AI tools for teachers
- (III) Providing AI curriculums for teachers

Client provided example websites and future material, curriculum support from client.

### **4. Group Milestone**

Team will have a clear task list next week. And team will start to search teacher PD and AI material for developing project courses.

### **5. Individual Milestone Reports**

### **6. Requirements Elicitation**

### **7. Adjournment**

The next meeting will be held on 14 March 2025