

Minutes of the Second Client Meeting

JZ1 Group

4:00 p.m. on Friday 14 March 2025

Chair: Hui Tao
Secretary: Jinyu Miao
Members: Jingyu Qi
Zilin Song

1. Time and Place

The second client meeting for the JZ1 Group Project was held in Hub, University of Adelaide at 4:00 pm on Friday 14 March 2025.

2. Quorum Announcement:

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

3. Summary of Previous Meeting:

Hui Tao briefly summarized the outcomes from the previous meeting, which included:

- (I) Understanding the client's basic requirements.
- (II) Sharing website information provided by our supervisor.
- (III) Reviewing documents containing guidelines and examples from global practices about the use of AI in education.

Initial breakdown of the project into content modules:

- (I) Rules for using AI
- (II) Teaching materials
- (III) Professional development for teachers
- (IV) Soft skills for teaching
- (V) AI community

Preliminary allocation of tasks to team members.

4. Group Milestone

4.1 Overview

Hui Tao presented an overview of the current stage of the JZ1 project, emphasizing the establishment of the overall project direction. The main focus is on integrating generative AI effectively into educational contexts while ensuring practical applicability and addressing potential risks.

4.2 Detailed Presentation

- Jinyu Miao initially communicated with the lecturer to clarify project requirements, including the structure and specific content expectations. The group subsequently held thorough internal discussions to clearly align on tasks and responsibilities.
- Jingyu Qi devoted substantial time during the first week to researching global standards and guidelines related to AI integration in education. Jingyu Qi raised concerns about effectively addressing the ethical implications and potential biases in AI-generated content, suggesting an additional module dedicated explicitly to ethics in AI usage.
- Zilin Song focused on systematic planning and designing of the content modules. Zilin Song expressed uncertainty regarding the integration of practical teaching examples and proposed the idea of interactive modules or case studies to enhance teacher engagement.
- Jinyu Miao highlighted strategies to tackle potential biases, information diversity concerns, and privacy risks, emphasizing measures to prevent academic misconduct associated with generative AI tools.
- Hui Tao proposed strategies for successful AI integration, including systematic capacity-building courses for educators, the establishment of collaborative teacher communities, and the development of transferable teaching templates and materials.
- Zilin Song recommended additional supporting materials for teachers, specifically addressing the practical evaluation and assessment of AI tools, and proposed to include industry-academia collaboration to enhance the relevance and application of AI in education.
- An initial UI design draft was created, and group members agreed to collect feedback through structured surveys in future meetings. Student3 suggested conducting usability tests with representative user groups.
- Throughout the project, all members have actively enhanced their collaborative, research, and document drafting skills, prioritizing clarity, consistency, and quality in all produced materials.
- Adjournment The next client meeting is scheduled for review of the "Professional Development for Teachers" content structure and to evaluate the feasibility of the initial UI design. The exact date and time for the next meeting will be confirmed subsequently.

5. Individual Milestone Reports

Hui Tao:

- Conducted preliminary research on global educational standards involving AI.
- Developed initial PPT slides outlining the project overview.
- Led the initial client communication sessions effectively.

Jinyu Miao:

- Coordinated initial interactions with lecturers for project clarification.
- Compiled extensive documentation regarding global practices of AI in education.
- Created and refined the initial UI design mock-up.

Jingyu Qi:

- Performed comprehensive literature reviews on ethical concerns in AI.

- Suggested development of dedicated ethical modules.
- Prepared detailed notes summarizing findings for team reference.

Zilin Song:

- Structured detailed project modules and interactive content plans.
- Proposed innovative methods such as case studies and interactive workshops.
- Began drafting structured survey questions for user feedback collection.

6. **Requirements Elicitation**

The supervisor advised the group to conduct detailed communications and interviews with local teachers in South Australia to better understand their specific needs, challenges, and expectations regarding AI integration in education. The key recommendations included:

- Organizing structured interviews and questionnaires to gather precise data.
- Seeking direct feedback about the practical requirements of classroom implementation.
- Identifying any existing concerns or misconceptions teachers have about AI tools.
- Clarifying preferred modes of teacher training and support required to facilitate effective AI adoption.
- The group agreed to integrate these recommendations into their next phase of research and preparation.

7. **Adjournment**

The next meeting is a group meeting and will be held face to face at 15:30pm on Friday 20 March 2025.