Minutes of the Client Meeting

Thursday 27 March 2025

Secretary   Silin Ren
Members   Weian Liu

           Zixuan Li

           Daming Chen

           Emmanuel Philipose Antony

Apologies

None.

1   Time and Place

The client meeting for the NL1C Project (Sprint1-Week2) was held simultaneously on **Thursday 27 March 2025** at **3:00 PM in Ingkarni Wardli 4.63 Meeting Room** and **online**.

2   Quorum Announcement

A quorum of the group was present, and that the meeting, having been duly convened.

3   Summary of Previous Meeting

The team reviewed and clarified user stories, agreeing on key enhancements including user authentication methods and watch list features. The adoption of FastAPI and MongoDB for the backend environment was confirmed. Additionally, user stories were adjusted based on feedback received from Dr. Li.

4   Requirements Elicitation

4.1   Pitch Slides Presentation

- Silin Ren presented the finalized pitch slides, covering project objectives, planned features and expected outcomes.
- The client provided constructive feedback on slide design, emphasizing richness,clarity and readability.
- The client recommended focusing on clearly demonstrating user benefits and technical innovation.

4.2   Pre-recorded Video

- Discussion took place regarding the content structure and key points to be highlighted in the pre-recorded pitch video.
- The team agreed on responsibilities and timeline for recording and editing the video content.
- The client suggested emphasizing user engagement scenarios and specific use cases in the video presentation.

5 Adjournment

The next meeting will be held online on Tuesday 1st April 2025 at 1:00 PM.
The meeting closed at 4:00 PM.

Notes:
- The team will conduct further development on project.
- Progress updates will be provided in the next meeting.