

Minutes of the Group Meeting

NL1C Project

Friday 28 March 2025

Chair Silin Ren
Secretary Silin Ren
Members Daming Chen
Emmanuel Philipose Antony
Weian Liu
Zixuan Li
Apologies None.

1 Time and Place

The group meeting for the NL1C Project (Sprint1-Week2-2) was held **online** via Teams at **7:00 pm on Friday 28 March 2025**.

2 Quorum Announcement

The Chair announced that a quorum of the group was present, and the meeting was convened officially.

3 Summary of Previous Meeting

Silin Ren briefly reviewed the previous group meeting on 21 March 2025, focusing on adjustments to user stories based on Dr Li's feedback and the team's agreement to prioritize environment configuration for Sprint 1.

4 Presentation

4.1 Pitch Slides Progress

Silin Ren presented updates on the pitch slides, emphasizing improvements from feedback of client.

5 Requirements Elicitation

5.1 Task Allocation

The group reconfirmed individual parts of the pitch presentation:

- Background, Challenge, Innovation Points, Prototype and Future Expectations
-- Weian & Zixuan
- AI model & Management – Daming
- Technical overview & Frontend – Emmanuel
- Backend & Database – Silin

5.2 Lists of Tasks to do

- Finalize the pitch slides draft (each member to complete their sections).
- Prepare and finalize the pre-recorded pitch presentation video (all members).
- Continue regularly submitting timesheets and maintaining clear documentation on GitHub (all members).

6 Management

- Reinforced importance of regular updates to GitHub for documentation transparency.
- Encouraged timely completion and submission of individual timesheets.

7 Adjournment

The next group meeting will be held online via Teams **at 7:00 pm on Monday 31 March 2025.**

The meeting closed at 8:00 pm.