

Minutes of the Client Meeting

Friday 06 Jun 2025

Secretary Silin Ren

Members Zixuan Li, Weian Liu, Daming Chen, Emmanuel Philipose Antony

Apologies None

1 Time and Place

The client meeting for the NL1C Project (Sprint3-Week1) was held on **Friday 06 Jun 2025** at **3PM in Ingkarni Wardli 5.55 Meeting Room**.

2 Quorum Announcement

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

3 Introduction & Project Overview

Silin Ren briefly introduced the final week's objectives, confirming that all items from the previous meeting had been addressed or scheduled for resolution. The team emphasized:

- All critical bugs were either resolved or queued with identified solutions.
- Mobile responsiveness was implemented across all pages.
- Movie detail page layout and performance were optimized.
- Testing phase completed with a bug log maintained for future reference.
- Presentation and demo materials were under final revision.

4 Key Client Feedback

• Presentation Content & Format

Dr. Li encouraged the team to **test different delivery methods** (e.g., role-play, scenario-driven demo) before finalizing the structure, rather than building everything then modifying.

Team acknowledged the feedback and agreed to break down the presentation flow into smaller segments (plots or scenarios) for refinement.

- **What if project goals aren't fully achieved?**

Team raised the question: "What do we do if we did not achieve our goal (e.g., AI personal recommendation)?"

Dr. Li responded: Any incomplete features or unmet objectives must be clearly stated in the final report, including reasons and limitations.

5 Demonstration Tools

- **Video & Audio Tools:** The team explored using **Canva** for making promotional/demo videos.
- There was interest in adding **text-to-voice narration** to enhance demo professionalism.
- Multiple options will be tested before selection.

6 Final Presentation Logistics

- Everyone must attend the final presentation.
- Each member should **speak for approximately 4 minutes** (total: 20 minutes for a 5-person team).
- Team members must **avoid reading scripts verbatim**; natural and confident delivery is expected.
- Marks will be awarded based on engagement, confidence, and presentation fluency.
- The team emphasized the importance of rehearsing to meet expectations.

7 Adjournment

The meeting is the final client meeting.

The meeting closed at 4 PM.