**CITS3200 Team 10**

**Minutes of Meeting 1 held on Thursday 3 August 2023**

Present: Tom, Nathan, Adi, Sam, Sapphire, Marinella (Client)

Apologies:

Absent: Zen

Meeting Started: 9 am

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|  | ACTION |
| 1.1 Client Introduction/Expectations  Client gave a brief overview of her idea, mentioned she is not technical and is happy for the team to advise most specifications.  Sapphire explained technical ability is not required of the client and how the Client can use the ‘user stories’ model to give input to the project.  Client explained her two intentions with this project:   * Client would like her beginner students to be informed of their language ability and to gain confidence in speaking through this. * Client mentioned she is passionate about analytics and would like to use this as a research tool into language acquisition and student uptake and retention.   1.2 Project Requirements  Tom, Nathan, and Sapphire asked questions to get an idea of the project requirements:   * Defined a user story of how a quiz will work for a student: quizzes are pre-designed weekly items, the student’s first attempt is marked, infinite unmarked attempts are allowed after for practice, in any attempt type students can re-record as many times as possible until they are happy.   Nathan and Client discussed the speech similarity API:   * Client explained knowledge she had about speech elements that should be considered e.g., intonation, space between words etc. * Nathan mentioned the team had little to no experience with speech similarity API and that is something the team will investigate.   1.3 Client jobs  Client to research and decide where Italian audio clippings will come from  1.4 Scheduling  The team asked client for her schedule and stated Client meetings are required every few weeks but that we would be available to discuss whenever. Client expressed similar sentiments about discussion. | All except Client  Client |

Meeting Closed: 9:20am