Client Meeting Notes

Client: Dr. Matt Albrecht

Organisation: [Western Australian Centre for Road Safety Research (WACRSR)](#)

Acting as the primary client liaison these are my notes of the meetings with our client Dr. Matt Albrecht.

Meeting 1

Tuesday, 5 August 2025

Attendees: Adam Holt; Divya Seetharama; Rahul Sharma; Tahsin Rahman; Zhenye Zhou

- First meeting with client.
- Group introductions, i.e., experience and interests.
- Dr. Albrecht outlines the project and scope.
- I propose a very rudimentary and basic idea/framework to get started (i.e., simple data processing pipeline).

Meeting 2

Wednesday, 20 August 2025

Attendees: Adam Holt; Divya Seetharama; Tahsin Rahman; Zhenye Zhou

- Informed by my research summary I present the group proposal to Dr. Albrecht.
- I outline the basic structure and architecture of the proposed data application:
  - Preporocessor
  - Vector Database
  - RAG/LLM
- Dr. Albrecht accepts the basic idea and gives the go-ahead to begin work.

Meeting 3

Thursday, 11 September 2025

Attendees: Adam Holt; Divya Seetharama; Rahul Sharma

- I show Dr. Albrecht a very basic and rudimentary working example of the application (i.e., a pilot demo) which I had developed over the study break.
- Dr. Albrecht asks many good questions which help inform the direction and next steps for continuing development.
- After the meeting with Dr. Albrecht I explain in detail to the team how the system functions.

Meeting 4

Thursday, 25 September 2025

Attendees: Adam Holt

- At this point I have built out the demo/pilot system into a semi-complete working application and I present the main functionality.
- Dr. Albrecht is again pleased with the demonstration but explains that he would appreciate some changes/extra functionality, i.e., the preference to use the system programmatically instead of only interactively.
- I agree with Dr. Albrechts points and begin work to extend the system to include non-interactive use.
- Finally, I explain how evaluation of the system is proposed to be done and that we'd develop sets of QA pairs for the documents which Dr. Albrecht agrees is satisfactory for evaluation.

Meeting 5

Wednesday, 8 October 2025

Attendees: Adam Holt

- I demonstrate to Dr. Albrecht the extension modules that I'd developed to integrate the extended functionality (from last meeting).
- Dr. Albrecht is pleased with the result and expresses that it is "exactly what he wanted", which I am very happy about.
- I also explain to Dr. Albrecht the evaluations in progress on the QA sets using the BERTScore semantic similarity metric.
- We wrap the meeting with the understanding that the system is functioning well and that Dr. Albrecht's expectations have been met.
- Finally, I suggest another meeting once the course has wrapped up where I will give a thorough run down of the application in case anything is unclear or there are any configuration details needing further explanation.