City of Melbourne Project - Client Meeting Minutes

Meeting Title: City of Melbourne Project Client Meeting

Date: Friday, April 4, 2025

Time: 3:00 PM

Location: Online Meeting

Attendees:

- Clients: Remi and Maria (City of Melbourne)

- Data Science Team: Harsh Dwivedi, Jenny Nguyen

- AI & IoT Team: Jubal Christa Arun Kumar

- Web Development Team: Harshitha Shashidhara

- Meeting Lead: Supratim Dobhal

- Company Director: Aaron (Company Director)

1. Meeting Overview

The first client meeting of Trimester 1 2025 was successfully conducted with presentations from all three technical teams. Each team provided updates on their progress and demonstrated alignment with the City of Melbourne's strategic priorities, especially the open data initiative.

- **Data Science Team:** Presented 30 active use cases across 8 focus areas including Urban Planning, Transport, Environment, and Community Impact.

- **AI & IoT Team:** Showcased 12 interdisciplinary use cases such as LLM & Chatbot development, Traffic Analysis, and Health Behavior Analysis.

- **Web Development Team:** Shared updates on website development and hosting infrastructure.

All teams illustrated tangible progress and a clear roadmap for upcoming trimester deliverables.

2. Client Feedback

- Strong interest in seeing **demonstrations** at the next meeting.

- Requested live demos of the **Night-time Safety Index** and **Graffiti Vandalism Prediction** use cases.

- Remi inquired about expanding the **pedestrian datasets** and asked for team feedback on outdated data sources.

- Interest shown in the **Web Team's hosting strategy** with a request for the working website URL.

- Clients asked about the **AI team's collaborations with healthcare professionals** regarding health datasets.

3. Company Director Feedback

Aaron shared insights to improve future meetings:

- Encourage **interactive presentations** over static slides.

- Shift focus to **live demonstrations** and engage clients through questions.

- Simplify technical language to ensure accessibility.

- Prioritize preparing demos for the two high-interest use cases (Night-time Safety Index & Graffiti Vandalism).

4. Action Items

- Prepare demo-ready versions of Night-time Safety Index and Graffiti Vandalism Prediction use cases.

- Review and propose updates to outdated pedestrian datasets.

- Share working URL of the developed website with the clients.

- Ensure clarity in health data use cases and confirm collaboration avenues with relevant professionals.

5. Acknowledgements

Shoutouts & Kudos:

Special thanks to the presenters who contributed to a successful meeting:

- Supratim Dobhal

- Jenny Nguyen

- Jubal Christa Arun Kumar

- Harshitha Shashidhara