

Minutes of the Second Client Meeting

HA1 Group

Thursday 10th April 2025

Chair Manhong Chen
Secretary Jianghao Jin

Members Jianing Dang
Zihan Luo

Apologies Ziyang Zhao

1 Time and Place

The *sixth* client meeting for HA1 Group Project was held in **Ingkarni Wardli, Room 5.55 at 3pm on Thursday 10th April 2025.**

2 Quorum Announcement

The supervisor began the meeting after confirming that the group members were present.

3 Summary of Meeting

The supervisor first confirmed the submission of the Business Case Report. After that, the supervisor confirmed the implementation of the model. Finally, the supervisor checked the generated data and confirmed the meaning of each field, the value range, etc.

4 Group Milestone

4.1 Overview

During the meeting, the supervisor first confirmed the submission status of the Business Case Report with the team members. Afterwards, the supervisor carefully reviewed the previously generated data and believed that the

previously generated data was in the wrong direction, so he reorganized the data.

4.2 Detailed Presentation

At this week's meeting, the supervisor first confirmed the submission of the Business Case Report with the team members.

Then, the supervisor carefully reviewed the previously generated data, asked about the meaning of each field, and finally thought that the previously generated data was in the wrong direction. Many fields in the data currently generated are the agent's requirements for users, but what is actually needed is the user's requirements for the agent. Then the supervisor sorted out some new fields and clarified the meaning of each field, the value range, etc.

At the end of the meeting, the supervisor clarified the work tasks for the next week.

5 Individual Milestone Reports

5.1 Ziyan Zhao

- Absence due to illness.

5.2 Zihan Luo

- Participated in the sixth meeting.
- Discuss the meaning of the fields in the generated data.

5.3 Jianing Dang

- Participated in the sixth meeting.
- Discuss the meaning of the fields in the generated data.
- Answer supervisor's questions about model implementation

5.4 Manhong Chen

- Participated in the sixth meeting.
- Discuss the meaning of the fields in the generated data.
- Answer supervisor's questions about project milestones.

5.5 Jianghao Jin

- Participated in the sixth meeting.

- Discuss the meaning of the fields in the generated data.

6 Project Administration

The team has submitted the Business Case Report and the three selected models are ready to run. The next step is to regenerate the data and train each of the three models.

7 Requirements Elicitation

The supervisor gave us feedback on the generated data and pointed out the problem, that is, the current data is more agent-oriented, and the actual data needed should be user-oriented. During the meeting, the supervisor discussed with us the meaning and value range of each field of the data that we should regenerate.

7.1 User Requirements

The main requirement of the user is to regenerate the data and put the generated dataset into the three selected models for training.

7.2 Tasks

- Regenerate data and send to supervisor.
- Put the regenerated data into the selected model for training.

8 Adjournment

The next meeting is a *group* meeting and will be held in **Inggarni Wardli, Level 5** at **3:00pm on Thursday 1st May 2025**. The meeting will be closed at 4:00pm.