

# Minutes of the Second Client Meeting

HA1 Group

Thursday 3rd April 2025

<b>Chair</b>	Jianing Dang
<b>Secretary</b>	Ziyan Zhao
<b>Members</b>	Manhong Chen
	Jianghao Jin
	Zihan Luo

**Apologies**                      None

## 1      **Time and Place**

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

## 2      **Quorum Announcement**

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

## 3      **Summary of Meeting**

The supervisor confirmed the three milestones. After that, the supervisor reviewed the first version of the Business Case Report and gave suggestions for revisions. Finally, the supervisor asked each team member questions about the content of the pitch presentation.

## 4      **Group Milestone**

### 4.1    **Overview**

During the meeting, the supervisor first confirmed the contents of the three milestones with the team members.

After that, the supervisor reviewed the Business Case Report and gave feedback page by page. At the end of the meeting, the supervisor clarified our tasks for the next week.

## **4.2 Detailed Presentation**

At the meeting this week, the supervisor first confirmed the contents of the three milestones with the team.

Milestone 1: including literature review, model identification, data collection (real data and synthetic data generation), and model training and preliminary implementation.

Milestone 2 (system prototype development)

Prototype design: design the user interface (UI) and system interaction process.

Build the front-end and back-end framework:

Back-end: implement the selected 3 models.

Front-end: implement user input and result display functions.

Functional testing: ensure that the basic functions of the prototype (such as recommendation generation and user feedback) are running normally.

Milestone 3 (evaluation and development completion)

Result evaluation: compare model performance (such as accuracy and response time). Generate an evaluation report to analyze the advantages and disadvantages of the models.

Then, the team presented a draft version of the Business Case Report. The supervisor carefully reviewed the report and provided feedback page by page.

## **5 Individual Milestone Reports**

### **5.1 Ziyang Zhao**

- Participated in the fifth meeting.
- Record the contents of this meeting.
- Answer the supervisor's questions about the content of the pitch presentation.

### **5.2 Zihan Luo**

- Participated in the fifth meeting.

- Answer the supervisor ' s questions about the content of the pitch presentation.

### **5.3 Jianing Dang**

- Participated in the fifth meeting.
- Answer the supervisor ' s questions about the content of the pitch presentation.

### **5.4 Manhong Chen**

- Participated in the fifth meeting.
- Answer the supervisor ' s questions about the content of the pitch presentation.

### **5.5 Jianghao Jin**

- Participated in the fifth meeting.
- Answer the supervisor ' s questions about the content of the pitch presentation.

## **6 Project Administration**

The team has completed the first version of the Business Case Report. The next step is to complete the modification of the Business Case Report and implement the three selected models.

## **7 Requirements Elicitation**

The supervisor gave feedback on the business case report and pointed out several issues, including the cover title, document structure, in-text citations and some content issues. During the discussion, the supervisor asked each team member a series of questions about the content of the pitch presentation.

### **7.1 User Requirements**

The main requirement of the user is to implement the three selected AI models (NCF, DNN and LightGCN) and put the generated dataset into them for training.

### **7.2 Tasks**

- Complete the modification of the Business Case Report, including the cover format, duplicate citation issues, image style, and some content.

- Start implementing the Top 3 models we selected previously (NCF, DNN and LightGCN).
- Put the previously generated dataset into the model for training.

## 8 Adjournment

The next meeting is a *group* meeting and will be held in **Ingkarni Wardli, Level 5** at **3:00pm on Thursday 10th April 2025**. The meeting closed at 4:00pm.