Minutes of the Ninth Client Meeting

HA1 Group

Thursday 15th May 2025

Chair	Jianing Dang
Secretary	Manhong Chen
Members	Ziyan Zhao
	Zihan Luo
	Jianghao Jin

Apologies	None

1 Time and Place

The ninth client meeting for HA1 Group Project was held in **Ingkarni Wardli, Room 5.55** at **3pm on Thursday 15th May 2025**.

2 Quorum Announcement

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

3 Summary of Meeting

The group demonstrated the training and evaluation results of the selected four models and discussed the corresponding model performance. The supervisor gave advice about the upcoming test plan.

4 Group Milestone

4.1 Overview

During the meeting, the group presented the training outcomes of the selected four selected models. The supervisor reviewed the performance evaluation and suggested improvements for model comparison and visualization.

4.2 Detailed Presentation

The group showcased the training process and evaluation metrics (accuracy, recall, precision, and F1 score) of the Knn, NCF, two tower and content-based models. The supervisor acknowledged the progress and suggested focusing more on interpreting why one model performs better than others. He also emphasized clearly presenting these comparisons in the final report and PowerPoint. The group agreed to refine model performance tables and improve visualization plots accordingly.

5   Individual Milestone Reports

5.1   Ziyan Zhao
- Participated in the ninth meeting.
- Made a presentation of content-based model.

5.2 Zihan Luo
- Participated in the ninth meeting.
- Made a presentation of two tower model.

5.3 Jianing Dang
- Participated in the ninth meeting.
- Made a presentation of ncf model.

5.4 Manhong Chen
- Participated in the ninth meeting.
- Made a presentation of knn model.

5.5 Jianghao Jin
- Participated in the ninth meeting.
- Confirmed the details of the test plan.

6   Project Administration

The team has completed the training and initial evaluation of the models. The next step is refining performance interpretation and enhancing visual representation in the testing plan.

7   Requirements Elicitation

7.1   User Requirements

The main requirement is to clearly explain the performance of each model and justify why a specific model is chosen for deployment.

7.2   Tasks

Improve result visualizations and explanations
Prepare a draft of the testing plan

8   Adjournment

The next meeting is a *group* meeting and will be held in **Ingkarni Wardli, Level 5** at **4:00pm on Friday 23th May 2025.** The meeting will be closed at 5:00pm.