

Minutes of the twelfth Client Meeting

HA1 Group

Thursday 5th June 2025

Chair Zihan Luo

Secretary Jianing Dang

Members

Jianghao Jin

Manhong Chen

Ziyan Zhao

Apologies

None

1 Time and Place

The twelfth client meeting for HA1 Group Project was held in **Ingakarni Wardli, Room 5.55** at **3pm on Thursday, 5th June 2025**.

2 Quorum Announcement

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

3 Summary of Meeting

The supervisor provided comprehensive guidance on finalizing the presentation for the University of Adelaide's North Terrace Campus. The meeting focused on streamlining the 33-slide presentation to fit the 20-minute timeframe, emphasizing live demonstration over text-heavy slides, and ensuring clarity in presentation structure. Key discussions included presentation delivery techniques, final report writing guidelines using LaTeX, and the importance of conducting thorough ablation studies for the two-tower model evaluation.

4 Group Milestone

4.1 Overview

During the meeting, the supervisor reviewed our presentation structure and provided detailed feedback on reducing slide count while maintaining content quality. The team received comprehensive instructions on final report writing, LaTeX usage, and presentation delivery strategies. The supervisor emphasized the importance of confidence during live demonstrations and proper handling of audience questions.

4.2 Detailed Presentation

The supervisor advised reducing the current 33 slides to accommodate the 20-minute presentation timeframe. Key recommendations included:

- Focus on demonstration rather than extensive text slides
- Restructure content to emphasize development, implementation, and live demonstration
- Separate literature review (focusing on model selection) from implementation details
- Include more figures and visual elements instead of text-heavy slides

The supervisor provided detailed guidance on the live demonstration component, which will involve running code on localhost and GitHub integration. Concerns about timing were addressed with suggestions to streamline the demonstration process.

Comprehensive instructions were given for the final report structure, including sections on background, motivation, solution, and contributions. The supervisor introduced LaTeX as the preferred tool for report writing, explaining its benefits for academic writing including automatic reference updates and professional formatting.

5 Individual Milestone Reports

5.1 Ziyan Zhao

- Participated in the twelfth meeting
- Received guidance on presentation structure and timing

5.2 Zihan Luo

- Participated in the twelfth meeting
- Discussed model comparison results and ablation study requirements

5.3 Jianing Dang

- Participated in the twelfth meeting
- Engaged in discussions about literature review preparation

5.4 Manhong Chen

- Participated in the twelfth meeting
- Took detailed notes on LaTeX usage and report writing guidelines

5.5 Jianghao Jin

- Participated in the twelfth meeting
- Coordinated discussion on presentation delivery and question handling

6 Project Administration

The team needs to finalize the presentation slides by reducing content and focusing on demonstration. Final report writing should commence using LaTeX templates. Ablation study results need to be completed for the report but will not be presented during the presentation.

7 Requirements Elicitation

The supervisor provided specific requirements for both presentation and final report deliverables.

7.1 User Requirements

- Presentation must fit within 20-minute timeframe
- Live demonstration should be smooth and well-rehearsed
- Final report must follow IEEE conference template format
- Comprehensive ablation study required for model evaluation

7.2 Tasks

- Reduce presentation slides from 33 to appropriate number for 20-minute slot
- Prepare and rehearse live demonstration
- Complete ablation study for two-tower model
- Write final report using LaTeX with IEEE template
- Focus presentation on development, implementation, and demonstration
- Prepare confident responses for potential questions
- Include detailed methodology and experimental results in report

8 Adjournment

The next meeting will be the final presentation. All team members should be prepared for live demonstration and confident in handling questions. The meeting was adjourned at 4:00pm with emphasis on thorough preparation and practice for the upcoming presentation.