

# Minutes of the First Client Meeting

HA1 Group

Friday 7th March 2025

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

**Apologies** None.

## 1 Time and Place

The *First* client meeting for HA1 Group Project was held in **Inggarni Wardli, Room 5.55** at **4pm** on **Friday 7th March 2025**.

## 2 Quorum Announcement

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

## 3 Summary of Meeting

The supervisor introduced and explained the content of the project and the steps to be taken from there.

## 4 Group Milestone

### 4.1 Overview

The panelists asked the supervisor a series of questions about the project, which he answered.

### 4.2 Detailed Presentation

At the first meeting, the supervisor and all group members met to get to know each other and answer any questions raised by students about the project. For example, the selection requirements for AI models, the problems of recording

the progress of subsequent projects, the meeting time, and the general introduction of the meeting next week.

## **5 Individual Milestone Reports**

### **5.1 Ziyan Zhao**

- Participated in the first meeting.
- Ask if there are restrictions on the language in which the project is built

### **5.2 Zihan Luo**

- Participated in the first meeting.
- The problem of data preservation after interaction is presented

### **5.3 Jianning Dang**

- Participated in the first meeting.
- Ask questions about the client's requirements and identify the main tasks for next week

### **5.4 Manhong Chen**

- Participated in the first meeting.
- Ask questions about the interaction between the model and the data provided by the customer

### **5.5 Jianghao Jin**

- Participated in the first meeting.
- Record the contents of this meeting
- Suggest how to schedule future meetings

## **6 Project Administration**

The supervisor suggested that the team should clearly document and comment on each update in the implementation of subsequent projects, as well as have a read file that is easy to understand.

## **7 Requirements Elicitation**

The group asked the supervisor how the subsequent model classified and recommended the data. Users hope to be able to recommend a suitable

immigration agent by entering their relevant information and pairing it with the model.

## 7.1 User Requirements

- Create a user interface where users enter or select their personal information.
- Select three recommendation system models, compare the evaluation systems of the three models with data, and summarize which system is more advantageous

## 7.2 Tasks

- The instructor asked the group to first select three suitable systems
  - 1. Read the literature, find the recommendation system model and screen it
  - 2. Record and summarize model information (what, why, how, evaluation metrics, strength, weakness, scenario) and reference
  - 3. The group discussed and assigned each person's model online to create GitHub personal tasks
- 4. Complete literature summary and update GitHub task status
- When there are project-related problems, they can be solved through online and offline meetings

## 8 Adjournment

The next meeting is a *group* meeting and will be held in **Ingkarni Wardli, Level 4/5 at 4pm on Wednesday 12th March 2025**. The meeting closed at 4.40pm.