

Minutes of the Second Client Meeting

HA1 Group

Thursday 13th March 2025

Chair	Zihan Luo
Secretary	Ziyan Zhao
Members	Manhong Chen
	Jianghao Jin

Apologies Jianing Dang

1 Time and Place

The *Second* client meeting for HA1 Group Project was held in **Ingkarni Wardli, Room 5.55** at **3pm on Thursday 13th March 2025**.

2 Quorum Announcement

The supervisor began the meeting after confirming that the group members were present (4 out of 5 members present).

3 Summary of Meeting

The supervisor listened to the group members' presentations on their research from the previous week and explained the basic process of the project and the next steps to be taken.

4 Group Milestone

4.1 Overview

The team members presented their supervisor with the results of their research on the model last week and asked a series of questions about the model and the project, all of which were answered by the supervisor.

4.2 Detailed Presentation

In the second meeting, the supervisor met with the team members, listened to their presentations on model research, and explained the process flow of the project. Finally, the research goals for next week were pointed out, which were to select the three most popular models, how they work, and how to evaluate the results they generate.

5 Individual Milestone Reports

5.1 Ziyan Zhao

- Participated in the second meeting.
- Record the contents of this meeting.
- Confirm that if it is a combined model, it counts as one model.

5.2 Zihan Luo

- Participated in the second meeting.
- Confirm the criteria for selecting the model, whether it is related to the size of the dataset, etc.

5.3 Jianing Dang

- Absence due to illness.

5.4 Manhong Chen

- Participated in the second meeting.
- Presented last week's research on the model.
- Confirm the content of the comparison table of the model.

5.5 Jianghao Jin

- Participated in the second meeting.
- Presented last week's research on the model.
- Identify the criteria for model selection.

6 Project Administration

The team has completed preliminary research on the model. The next step is to select three of the most popular models for research.

7 Requirements Elicitation

The team members asked the supervisor how the entire immigration recommendation system works. Users hope that after entering their own relevant information, the system will calculate and recommend several suitable immigration agents.

7.1 User Requirements

- Collect the models involved in the recommendation system, organize and summarize the recommendation system table and migrat requirements table.

7.2 Tasks

- The supervisor asked the team members to select three most popular models
- Read the literature and conduct research to find and screen the appropriate recommendation system model
- Record and summarize the model information (evaluation indicators, advantages, disadvantages, scenarios), and make a table to compare the evaluation system of the three models with the data
- The group discussed online and assigned each person's research needs, creating GitHub personal tasks
- Complete the literature summary and update the GitHub task status
- When there are project-related issues, they can be solved through online and offline meetings

8 Adjournment

The next meeting is a *group* meeting and will be held in **Inggarni Wardli, Level 4/5** at **3pm on Thursday 21th March 2025**. The meeting closed at 3:40pm.