

# Minutes of the Third Client Meeting

HA1 Group

Thursday 20th March 2025

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

## Apologies

None

## 1 Time and Place

The Third client meeting for HA1 Group Project was held in **Inggarni Wardli, Room 5.54** at **5pm on Thursday 20th March 2025**.

## 2 Quorum Announcement

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

## 3 Summary of Meeting

The supervisor listened to the group members' brief presentations on their work from the previous week and explained the detailed structure about the pitch presentation and the tasks for next week.

## 4 Group Milestone

### 4.1 Overview

The team members presented their supervisor with the results of their research on the recommendation models and immigrant requirements last week and asked a series of questions about the dataset and pitch presentation, all of which were answered by the supervisor.

### 4.2 Detailed Presentation

In the third meeting, the supervisor met with the team members, listened to their presentations on top 3 popular models and immigrant requirements, and asked some questions about the research. Then he explained the detailed information about the dataset and gave suggestion about how to use it. After that he presented the structure of the pitch presentation and showed 2 relevant samples. Finally, the goals for next week were pointed out, which were to make a

form to arrange the information of the dataset and complete the pitch presentation.

## **5 Individual Milestone Reports**

### **5.1 Ziyao Zhao**

- Participated in the third meeting.
- Presented last week's research on the model.
- Confirm that if it is a combined model, it counts as one model.

### **5.2 Zihan Luo**

- Participated in the third meeting.
- Presented last week's research on the immigrant requirements.

### **5.3 Jianing Dang**

- Participated in the third meeting.
- Presented last week's research on the immigrant requirements.
- Confirm that if the pitch presentation focus on technical information.

### **5.4 Manhong Chen**

- Participated in the third meeting.
- Presented last week's research on the model.
- Confirm the approaches about to further evaluate for each model.

### **5.5 Jianghao Jin**

- Participated in the third meeting.
- Presented last week's research on the model.

## **6 Project Administration**

The team has completed detailed research on top 3 popular models and immigrant requirements. The next step is to arrange the information from the dataset and finish the pitch presentation.

## **7 Requirements Elicitation**

The team members asked the supervisor how to develop the AI-based migration recommendation system. The supervisor explained that the system will match user requirements with available migration agents based on their specializations and capabilities.

### **7.1 User Requirements**

Collect and generate synthetic data of migration agents, incorporating their LinkedIn profiles, Instagram profiles, unique identification numbers, and specializations in visa categories and languages.

### **7.2 Tasks**

- The supervisor shared a dataset of migrant requirements and migration agent needs for the team to work with
- Generate synthetic data for approximately 7000 migration agents, retaining real information where available and adding appropriate columns
- Prepare a pitch presentation (due March 30th) and business report (due March 31st) focusing on:
  - Problem description and background
  - Motivation with relatable examples (Netflix, migration agents)
  - Project objectives and goals
  - Literature review of existing recommendation systems
  - Implementation of top three models
  - Comparison and evaluation on a migration case study
  - Create slides with visualizations rather than excessive text
  - Share the finalized slides and report with the supervisor before uploading

## 8 Adjournment

The next meeting is a *group* meeting and will be held in **Inggarni Wardli, Level 4/5** at **3pm on Thursday 27th March 2025**. The meeting closed at 3:40pm.