

Minutes of the Fourth Client Meeting

HA1 Group

Thursday 27th March 2025

Chair Manhong Chen

Secretary Zihan Luo

Members Jianing Dang

Ziyan Zhao

Jianghao Jin

Apologies

None

1 Time and Place

The Fourth client meeting for **HA1 Group** Project was held in **Ingkarni Wardli, Room 5.54 at 3pm on Thursday 27th March 2025.**

2 Quorum Announcement

The supervisor began the meeting after confirming our team's progress last week.

3 Summary of Meeting

This week's meeting focused on two main agenda items. First, the project progress about the data set. Second, the initial version about pitch presentation slides.

The meeting concluded with a discussion of the next steps and tasks to be completed in the coming week.

4 Group Milestone

4.1 Overview

During the meeting, the team raised several questions about the data set, such as missing values, unclear labels and mismatches between label column and value column. The supervisor

clarified on these issues and gave suggestions on how to deal with the data more effectively.

After that, the supervisor reviewed the pitch presentation slides and gave feedback slide by slide. Then he gave us a lot of feedback, including template issues, formatting issues, sequential content, and a few things that needed to be improved. At the end of the meeting, the supervisor clarified our tasks for next week.

4. 2 Detailed Presentation

In this week's meeting, the team first presented the data analysis of the data set. It was noted that many columns include missing values, and there were mismatches between the table headers and value.

Then, the team presented the draft version of the pitch presentation slides. The supervisor reviewed the slides carefully and provided slide-by-slide feedback.

5 Individual Milestone Reports

5.1 Ziyang Zhao

- Participated in the fourth meeting.
- Presented last week's research about how artificial intelligence influences recommendation systems.
- Confirm whether the recommendation model should be implemented by us or can be built using existing libraries.

5.2 Zihan Luo

- Participated in the fourth meeting.
- Presented last week's research on the project motivation.
- Confirm issues dealing with missing values and outliers in the data set.

5.3 Jianing Dang

- Participated in the fourth meeting.
- Presented last week's research on the project motivation.

- Confirm whether the final model predicted outcome come from one model or three different models.

5.4 Manhong Chen

- Participated in the fourth meeting.
- Presented last week's research on why recommended system is important.
- Confirm the issue that the header and value of the data set do not match, and the issue about agent name.

5.5 Jianghao Jin

- Participated in the third meeting.
- Presented last week's research on on real-life example of recommendation systems.
- Assisted in presenting the project slide.

6 Project Administration

The team start working on the data set preprocessing. Key issues such as missing values and misaligned headers were identified and discussed. The team also show the draft version of the pitch presentation slides and received feedback from the supervisor. The next step is to revise the slides and prepare for a business case report and data generate.

7 Requirements Elicitation

The supervisor provided feedback on the pitch presentation slides, pointing out several problems, including layout structure, slide order, and some content problem. During the discussion, the supervisor also clarified that, apart from the agent dataset's Name and registration number, all other data fields can be modified or adjusted by the team as needed for the purpose of analysis and presentation.

7 .1 User Requirements

The main user requirement is to create a clean and simple data set from the original 4,581 migration agent records. The first column is agent names, and the other columns should include user requirements like their skills, experience, age, or other important details. The value should be generating following logic rule and Australian immigration criteria.

7.2 Tasks

1. Handling missing values and fixing column errors of the data set, then create a new one with 4,581 records.
2. Start implement the top 3 model we had chosen before.
3. Share the new data set with the supervisor before using it for training.
4. Complete the Business Case Report (due March 31st) which including:
 - Summary outline of project idea and objectives.
 - Problem definition and explanation of why it matters.
 - Project goals and progress.
 - Team schedule and a clear iteration plan (including Gantt chart).
 - Team structure, including team roles and responsibilities, risk management.
 - Communication strategy (within the team and with external stakeholders).

8 Adjournment

The next meeting is a group meeting and will be held in **Ingkarni Wardli, Level 5 at 3pm on Thursday 4th April 2025.** The meeting closed at 4:00pm.