Minutes of the Eleventh Client Meeting

HA1 Group

Thursday 29th May 2025

Chair   Jianghao Jin
Secretary   Manhong Chen

Members   Zihan Luo

Apologies   None

1   Time and Place

The eleventh client meeting for HA1 Group Project was held in **Ingkarni Wardli, Room 5.55** at **3pm on Thursday, 29th May 2025**.

2   Quorum Announcement

The supervisor began the meeting after confirming that the group members were present. Jianing Dang was unable to attend the meeting due to a sudden emergency, and Zihan Zhao didn't feeling well, so he didn't attend, too.

3   Summary of Meeting

The supervisor first reviewed the website we developed for this project and made some suggestions for modification. Then we inquired about the final presentation and final report. Finally, we discussed about the comparison results of three selected models.

4   Group Milestone

4.1   Overview

During the meeting, the supervisor first reviewed the website we developed for this project and gave some suggestions for modification. Additionally, our group members had confusions about the final presentation and final report,

so we asked some questions about them. Thirdly, the supervisor asked us to show the comparison results.

4.2   Detailed Presentation

In the meeting, we first showed the website we developed for the recommendation system. We designed 10 features to 10 questions in our website and the system collected the answers of these questions to generate the top 3 recommendations. According to our supervisor's suggestions, we could consider more scenarios for users.

Afterwards, we pointed out our confusions on final report and final presentation. For example, how could we get the information about the schedule and location of the final presentation? Then our supervisor help us to consult to the teaching team. In addition, the supervisor demonstrate the structure of the final presentation and give us an example, which help us to clarify our thinking.

At the end of the meeting, the supervisor asked us to show the comparison results of 3 selected models. However, we haven't fully organized this result yet, so we're only showed the parts we've completed.

5   Individual Milestone Reports

5.1   Ziyan Zhao

- Not participated in the eleventh meeting because he didn't feeling well.

5.2   Zihan Luo

- Participated in the eleventh meeting.

- Demonstrate the developed website to the supervisor.

5.3   Jianing Dang

- Not participated in the eleventh meeting because of a sudden emergency.

5.4   Manhong Chen

- Participated in the eleventh meeting.

- Inquiry about the final presentation and final report.

- Show the comparison results of 3 models.

5.5 Jianghao Jin

- Participated in the eleventh meeting.

6   Project Administration

The team has completed the first version of our website. The next step is to modify the website and prepare for the final presentation slides. Also, we should finish the report of comparison results.

7   Requirements Elicitation

The instructor gave feedback on our website and pointed out what needed to be modified. During the meeting, the supervisor discussed with us the structure of final presentation and how to present.

7.1   User Requirements

The main requirement of the user is to modify the website design with considering the users' preference. For example, user can just answer some of the ten questions but not all.

7.2   Tasks

- Modify the website design.

- Complete the comparison results of 3 models.

- Complete the draft of final presentation slides.

8   Adjournment

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