Minutes of the Eighth Client Meeting

HA1 Group

Thursday 8th May 2025

Chair	Manhong Chen
Secretary	Jianghao Jin
Members	Ziyan Zhao
	Zihan Luo

Apologies	Jianing Dang

1 Time and Place

The *sixth* client meeting for HA1 Group Project was held in **Ingkarni Wardli, Room 5.55** at **3pm on Thursday 8th May 2025**.

2 Quorum Announcement

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

3 Summary of Meeting

The supervisor gave suggestions for the milestone report. And evaluate the data results of the model training.

4 Group Milestone

4.1 Overview

During the meeting, the supervisor saw milestone report and give teammates some suggestions to modify. Teammate show the recall and accuracy of models and want to get suggestions for training.

4.2 Detailed Presentation

At this week's meeting, the supervisor thoroughly analysed the milestone report and provided constructive suggestions for improvement, particularly regarding structure, data presentation, and model interpretation. Following this, we presented the results of our model training, showing recall and

accuracy scores under 80/20, 70/30, and 90/10 data splits. The supervisor acknowledged the progress and affirmed the reliability of our results. At the end of the meeting, the supervisor clarified the work tasks for the next week.

5 Individual Milestone Reports

5.1 Ziyan Zhao

- Participated in the eighth meeting.

5.2 Zihan Luo

- Participated in the eighth meeting.

- Show the recall and other evaluation data of models

5.3 Jianing Dang

- Absence due to illness

5.4 Manhong Chen

- Participated in the eighth meeting.

- Show the milestone report to supervisor

- Answer the questions about project milestones.

5.5 Jianghao Jin

- Participated in the eighth meeting.

6 Project Administration

The team has finished the part of Milestone Report and the three selected models are training. The next step is evaluate, adjust and improve the accuracy data of the model training.

7 Requirements Elicitation

The supervisor gave us feedback about the milestone report and pointed out the problem and confirmed the model's performance based on recall and accuracy results.

7.1 User Requirements

The main requirement of the user is to use top 3 models train the data and get the evaluation data of models.

7.2 Tasks

- Adjust the model and conduct training

8   Adjournment

The next meeting is a *group* meeting and will be held in **Ingkarni Wardli, Level 5** at **3:00pm on Thursday 15th May 2025.** The meeting will be closed at 4:00pm.