

Minutes of the Second Client Meeting

HA1 Group

Friday 23rd May 2025

Chair Ziyan Zhao

Secretary Zihan Luo

Members Jianing Dang
Jianghao Jin
Manhong Chen

Apologies None

1 Time and Place

The *tenth* client meeting for HA1 Group Project was held in **Ingkarni Wardli, Room 5.55** at 4pm on Friday, 23rd May 2025.

2 Quorum Announcement

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

3 Summary of Meeting

The supervisor first reviewed the testing plan for this project and made some suggestions for modification. Then he asked about the performance of each of the three models.

4 Group Milestone

4.1 Overview

During the meeting, the supervisor first reviewed the Testing plan and gave some suggestions for modification. Then the supervisor asked about the performance evaluation indicators of each model and made notes.

4.2 Detailed Presentation

At this week's meeting, the supervisor first reviewed the Testing plan and then gave some suggestions for changes.

Afterwards, the supervisor carefully asked and recorded the evaluation indicators of the three model training last week. In the end, it was considered that the evaluation indicators were comprehensive enough, but the three models were trained without controlling variables. Then suggestions were made on the uniformity of the indicators, requiring the same conditions (weights) to be used for training and the results to be compared.

At the end of the meeting, the supervisor clarified the work tasks for next week.

5 Individual Milestone Reports

5.1 Ziyan Zhao

- Participated in the tenth meeting.
- Explain the model training results to the supervisor

5.2 Zihan Luo

- Participated in the tenth meeting.
- Explain the model training results to the supervisor.

5.3 Jianing Dang

- Participated in the tenth meeting.

5.4 Manhong Chen

- Participated in the tenth meeting.
- Explain the model training results to the supervisor.
- Answer supervisor's questions about project milestones.

5.5 Jianghao Jin

- Participated in the tenth meeting.

6 Project Administration

The team has completed the first version of the Testing plan. The next step is to modify the Testing plan and submit it, retrain the model with unified standards, and record the evaluation indicators.

7 Requirements Elicitation

The instructor gave feedback on the Testing plan and pointed out areas that needed to be modified. During the meeting, the supervisor discussed with us that the evaluation indicators that needed to be regenerated needed to be under the same conditions.

7.1 User Requirements

The main requirement of the user is to retrain the model to get the evaluation metrics, and record and average these evaluation metrics.

7.2 Tasks

- Modify the Testing plan.
- Train the model with the same conditions and record the evaluation metrics.

8 Adjournment

The next meeting is a *group* meeting and will be held in **Ingkarni Wardli, Level 5** at **3:00pm on Thursday 29th May 2025**. The meeting will be closed at 4:00pm.