[**Project status report (Week 4)**](https://canvas.lms.unimelb.edu.au/courses/215540/assignments/542637) **-Group 21**

**Title: GenAI for Smarter Data Quality Assurance**

**Frequency of Meetings with Client: Fortnightly Meetings**

**Frequency of Meetings with Project group meetings: at least once a week**

**A brief description of tasks completed (4 weeks):**

* **Team Formation and Initial Discussions (Week 1–2):**
* In the first week, we gathered all team members and established initial contact. During the second week, we scheduled and held a two-hour in-person meeting in a project room to get to know each other and discuss potential project directions. We also sent out an invitation to our academic supervisor for an initial meeting.
* **Supervisor Meeting and Project Familiarisation (Week 3):**
* We met with our supervisor to receive an overview of the client’s company and gained further understanding of the project background. Our team conducted additional research to better understand the project scope and prepared discussion points and questions for the upcoming client meeting. We also coordinated with the client to set up a suitable meeting time.
* **Client Meeting and Requirements Gathering (Week 4):**
* We held our first meeting with the client to clarify their expectations, project requirements, and desired outcomes. This discussion provided us with valuable insights into the client’s needs and helped define the direction of the project.
* **Next Steps:**
* Our next focus will be to draft a high-level project plan, including major milestones and deliverables. We will also define the specific tasks to be completed in the upcoming two weeks.

**Rating for each member: Everyone in the group completed their task perfectly**

* **20%：Haoran Guo:** Responsible for coordinating communication with the academic supervisor and the client, drafting the project status report, and scheduling meetings by coordinating availability among team members.
* **20%：Pranav Pai:** In charge of documenting meeting minutes and capturing key discussion points. Additionally, contributed to preparing discussion questions and topics for the client meeting.
* **20%：Chaoge Zhu:** Responsible for managing and maintaining the project calendar. Also assisted in formulating questions and discussion points to clarify the project scope with the client.
* **40%：Yang Jin & Yushi Wang:** Focused on generating insightful questions and discussion points to ensure a productive and targeted conversation during the client meeting.