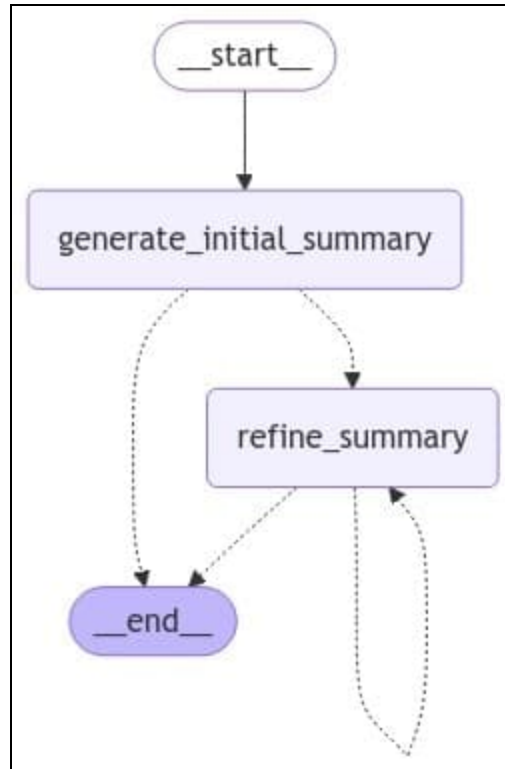


Report on Approach for Meeting Status Tracking and Update



Objective:

The goal is to develop an efficient method for tracking and updating the status of sequential meetings occurring at fixed intervals. The challenge lies in maintaining an accurate and up-to-date project status by merging the current meeting's transcript with the details of the previous meeting.

Proposed Approach:

The documents are internally divided into smaller sections, and each section is summarized iteratively while preserving the context of the previous chunks. This process is repeated until the entire document is summarized, resulting in an enriched and cohesive update. The final summary is extracted in a structured JSON format, ensuring that all key fields from the document are accurately captured.

Key Data Fields:

The JSON structure would include the following fields:

- **ProjectTitle:** Title of the project.
- **Date:** Date of the meeting.
- **ProjectObjective:** The goal or main focus of the project.
- **CurrentStatus:** The current state of the project.
- **TeamMembers:** List of team members involved.
- **CompletedTasks:** Tasks that have been completed since the last meeting.
- **NewlyAssignedTasks:** Tasks that were newly assigned in the current meeting.
- **MinutesOfMeeting:** Detailed minutes from the current meeting.

Open to Feedback:

I believe this approach offers a fast and structured solution, but I am open to learning about alternative approaches or enhancements that could further optimize the process.