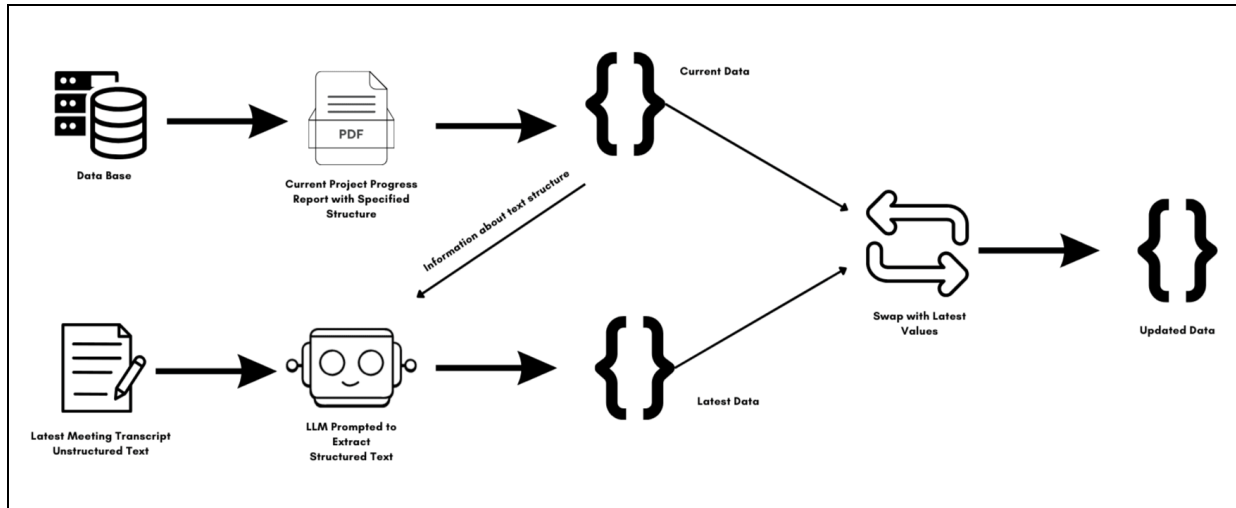


Report on Approach for Meeting Status Tracking and Update



Objective:

The objective is to devise a solution for efficiently tracking and updating the status of sequential meetings that occur at fixed intervals. The challenge is to maintain an up-to-date project status by merging the current meeting transcript with the previous meeting's details.

Proposed Approach:

The fastest approach, in my view, involves converting the previous meeting's status, stored in a PDF, and the current meeting's transcript into structured JSON files with a consistent format. By organizing both files using the same set of keys, we can ensure efficient data handling.

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.

Mutable Keys:

Among these fields, the following are the mutable ones that would change between meetings:

- **CurrentStatus**
- **CompletedTasks**
- **NewlyAssignedTasks**
- **MinutesOfMeeting**

The focus is on efficiently updating these mutable keys to reflect the latest information.

Process:

1. **Extract PDF as JSON:** Convert the previous meeting's PDF into a JSON file using tools like PyMuPDF or other similar libraries.
2. **Extract Transcript as JSON:** Similarly, convert the current meeting transcript into a JSON file with the same structure.
3. **Update Mutable Fields:** Identify the mutable fields ('CurrentStatus,' 'CompletedTasks,' 'NewlyAssignedTasks,' 'MinutesOfMeeting') and swap their values with the latest information from the current meeting.
4. **Generate Updated PDF:** After updating the mutable fields, convert the updated JSON back into a PDF format to reflect the new meeting status.

Enhanced Approach:

In addition to swapping values for the mutable fields, I propose using Large Language Models (LLMs) to intelligently merge and summarize the new information. This would allow the solution to go beyond a simple replacement of values by adding context and combining insights from both the previous and current meeting.

Advantages:

- **Efficiency:** By focusing only on the mutable fields, this approach avoids reprocessing unchanged data, making it a fast solution.
- **Consistency:** Using JSON structures ensures consistent formatting between the previous and current meeting data.
- **Intelligent Summarization:** Leveraging LLMs allows for more meaningful integration of information, potentially improving the quality of the meeting summaries.

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.