Meeting Minutes – Technical Direction & Research Planning

Prepared by: Anandhu Raveendran (24254189)
Date: 09 October 2025
Project: Language-Based Geographic Reasoning System
Attendees: Whole group

Key Decisions

- Freeze feature scope; treat current build as the final website for submission.
- Incorporate client feedback into the report and appendices (screenshots, metrics, and links).

Updates

- **Demo:** Final website presented to the client; client confirmed satisfaction with functionality and UX.
- **Reporting Guidance from Client:** Tips provided on structuring the report (highlight problem–solution fit, clear methodology, latency/accuracy metrics, and limitations/future work).

Action Items

- **Anandhu:** Compile final screenshots and short walkthrough of Result page; ensure suggestions/outputs are captured in the report.
- **Report Team:** Integrate client tips; finalize sections on evaluation (accuracy table, latency p95), deployment notes, and references.
- **All Members:** Proofread and confirm personal contribution summaries before submission.