**Meeting Minutes**

**Client - UnicGate  
  
Meeting – 1**

September 17th, Tuesday at 3pm

Total Duration of Meeting – 40 minutes

Attendees –

1. Shreyas Sanpurkar
2. Mihir Patil
3. Meet Trada
4. Nishika Gandi
5. Varun Thulluru
6. Yash Tank
7. Udit Bhatia
8. Mahitha Karnam

Points Discussed –

* Project Discussion and Scope with CEO and Team
* Overview of the project
* Team work Distribution

**Meeting – 2**

September 21st, Saturday at 9 am

Total Duration of Meeting – 50 minutes

Attendees –

1. Shreyas Sanpurkar
2. Mihir Patil
3. Meet Trada
4. Nishika Gandi
5. Varun Thulluru
6. Yash Tank
7. Udit Bhatia
8. Mahitha Karnam

Points Discussed –

* Project confusion doubt clearing
* Understanding Project goals and Objectives

**Meeting – 3**

September 23rd, Monday at 2pm

Total Duration of Meeting – 63 minutes

Attendees –

1. Shreyas Sanpurkar
2. Mihir Patil
3. Meet Trada
4. Nishika Gandi
5. Varun Thulluru
6. Yash Tank
7. Udit Bhatia
8. Mahitha Karnam

Points Discussed –

* Understanding key features of the Bot
* Discussed creating Appointment Scheduler

**Meeting – 4**

September 30, Monday at 4pm

Total Duration of Meeting – 30 minutes

Attendees –

1. Shreyas Sanpurkar
2. Mihir Patil
3. Meet Trada
4. Nishika Gandi
5. Varun Thulluru
6. Yash Tank
7. Udit Bhatia
8. Mahitha Karnam

Points Discussed –

* Getting a clear view of the project
* Discussion with CEO and the Team

**Meeting – 5**

Otober 7th, Monday at 2pm

Total Duration of Meeting – 40 minutes

Attendees –

1. Shreyas Sanpurkar
2. Mihir Patil
3. Meet Trada
4. Nishika Gandi
5. Varun Thulluru
6. Yash Tank
7. Udit Bhatia
8. Mahitha Karnam

Points Discussed –

* Added front end features and discussed with the team
* Change of scope to add the database for the project

**Meeting – 6**

Otober 14th, Monday at 2pm

Total Duration of Meeting – 45 minutes

Attendees –

1. Shreyas Sanpurkar
2. Mihir Patil
3. Meet Trada
4. Nishika Gandi
5. Varun Thulluru
6. Yash Tank
7. Udit Bhatia
8. Mahitha Karnam

Points Discussed –

* Heads up about Llama 3 and streamlit for UI
* Discussed Database Creation clearly

**Meeting – 7**

Otober 21st, Monday at 2pm

Total Duration of Meeting – 45 minutes

Attendees –

1. Shreyas Sanpurkar
2. Mihir Patil
3. Meet Trada
4. Nishika Gandi
5. Varun Thulluru
6. Yash Tank
7. Udit Bhatia
8. Mahitha Karnam

Points Discussed –

* Understaing flask integration
* Gathering more keywords fort training the module

**Meeting – 8**

Otober 28th, Monday at 4pm

Total Duration of Meeting – 55 minutes

Attendees –

1. Shreyas Sanpurkar
2. Mihir Patil
3. Meet Trada
4. Nishika Gandi
5. Varun Thulluru
6. Yash Tank
7. Udit Bhatia
8. Mahitha Karnam

Points Discussed –

* Discussed RAG
* Discussed Cal.com
* Discussed about front end changes (Email and phone number)

**Meeting – 9**

November 4th, Monday at 10am

Total Duration of Meeting – 40 minutes

Attendees –

1. Shreyas Sanpurkar
2. Mihir Patil
3. Meet Trada
4. Nishika Gandi
5. Varun Thulluru
6. Yash Tank
7. Udit Bhatia
8. Mahitha Karnam

Points Discussed –

* Chatbot Finetuning
* Discussed Database creation

**Meeting – 10**

November 11th, Monday at 10am

Total Duration of Meeting – 30 minutes

Attendees –

1. Shreyas Sanpurkar
2. Mihir Patil
3. Meet Trada
4. Nishika Gandi
5. Varun Thulluru
6. Yash Tank
7. Udit Bhatia
8. Mahitha Karnam

Points Discussed –

* Chatbot Finetuning
* Database Integration Doubt clearance
* Discussed Wordpress Integration

**Meeting – 11**

November 18th, Monday at 10am

Total Duration of Meeting – 45 minutes

Attendees –

1. Shreyas Sanpurkar
2. Mihir Patil
3. Meet Trada
4. Nishika Gandi
5. Varun Thulluru
6. Yash Tank
7. Udit Bhatia
8. Mahitha Karnam

Points Discussed –

* Chatbot Finetuning
* Done with Database creation
* Done with ER diagram
* Discussed Wordpress Integration

**Meeting – 12**

November 25th, Monday at 10am

* Total Duration of Meeting – 35 minutes

Attendees –

1. Shreyas Sanpurkar
2. Mihir Patil
3. Meet Trada
4. Nishika Gandi
5. Varun Thulluru
6. Yash Tank
7. Udit Bhatia
8. Mahitha Karnam

Points Discussed –

* Chatbot Finetuning
* Database integration doubts
* Appointment Scheduler complete

**Meeting – 13**

December 2nd, Monday at 10am

* Total Duration of Meeting – 40 minutes

Attendees –

1. Shreyas Sanpurkar
2. Mihir Patil
3. Meet Trada
4. Nishika Gandi
5. Varun Thulluru
6. Yash Tank
7. Udit Bhatia
8. Mahitha Karnam

Points Discussed –

* Chatbot Finetuning
* Database Integration
* Discussed Final Deliverables

**Meeting – 13**

December 9th, Monday at 10am

* Total Duration of Meeting – 45 minutes

Attendees –

1. Shreyas Sanpurkar
2. Mihir Patil
3. Meet Trada
4. Nishika Gandi
5. Varun Thulluru
6. Yash Tank
7. Udit Bhatia
8. Mahitha Karnam

Points Discussed –

* Final project discussion
* Report creation
* Discussed Final Deliverables