SRI LANKA INSTITUTE OF INFORMATION TECHNOLOGY

SRI LANKAN LEGAL INFORMATION RETRIEVAL SYSTEM

RESEARCH LOGBOOK

Gavindya N.A.C
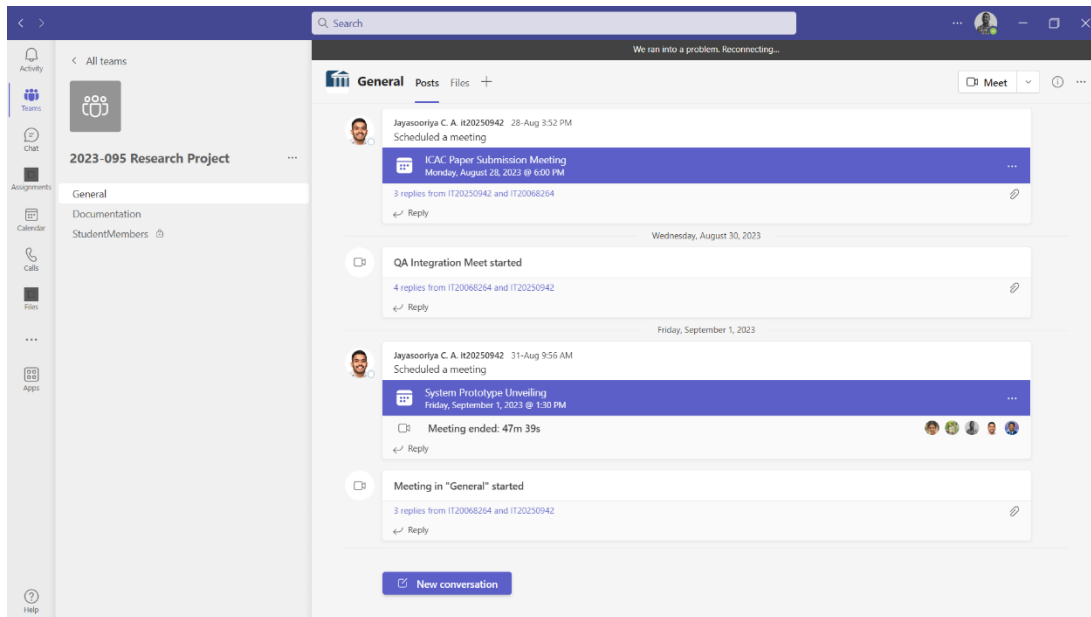
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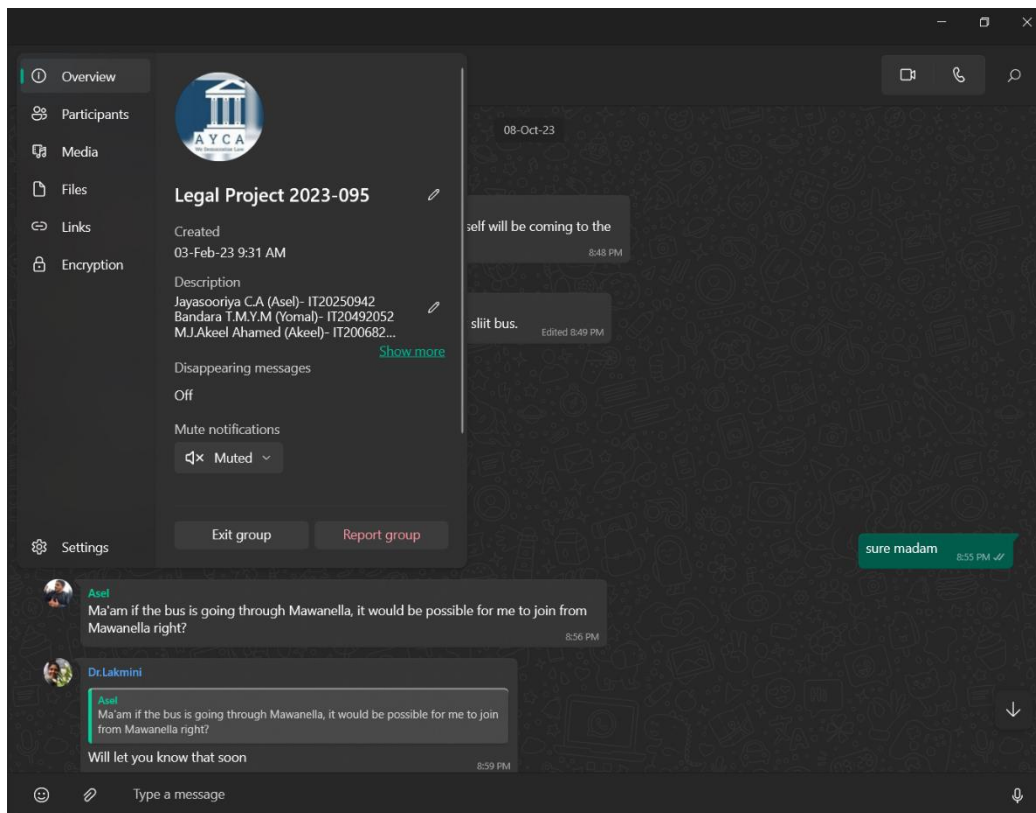2023-095

DATA SCIENCE SPECIALIZATION

TABLE OF CONTENTS

Set Up of Teams Communication Channel

Setup of WhatsApp Communication Channel

Setup of Gitlab Project

Setup of Trello Project Management Tool

Research Document and File Maintenance Repository

Meeting date	07-Feb-23
Meeting type	Initial team meeting
Attendance	Supervisor, Co-supervisor, 4 members
Discussed points	- Dividing components among team members - TAF document completion - Deciding Technologies and methodologies of solution development
Comments and summary	- We engaged in a discussion with our project supervisor and co-supervisor regarding our chosen topic and how we could distribute the project components among the four team members. - As a team, we initially identified four rough components that closely resembled the final components submitted in the Technical Assessment Form (TAF). Subsequently, our supervisor and co-supervisor instructed each team member to refine these components, consider their uniqueness, complete the TAF, and submit a draft for approval. - Following this, the four team members held a brief dialogue with both the supervisor and co-supervisor to explore potential methodologies and technologies for the solution's development. Jayasooriya C. A. it20250942 07-Feb 9:27 AM Scheduled a meeting Topic Evaluation Meeting - 2 Tuesday, February 7, 2023 @ 4:00 PM ... 5 replies from you ↵ Reply

- Comments:

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Date   Supervisor/Cosupervisor/Ext. Supervisor
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Meeting date	11-Mar-23
Meeting type	Supervisor Meeting (On campus)
Attendance	All 4 members
Discussed points	• Verification of the final draft of the charter document. • Discussion to address queries in the proposal report. • Identification and discussion of development and technical issues.
Comments and summary	• Physically presented the fully completed charter document to our supervisor and provided an update on the progress made in identifying an external supervisor. • Resolved uncertainties related to the project proposal document by seeking clarification from the CDAP team, as per their instructions. • Team members addressed concerns regarding the utilization of pre-trained, commercially available models for data extraction. We also engaged in a conversation with our supervisor regarding the potential acceptance of such solutions.

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              Date   Supervisor/Cosupervisor/Ext. Supervisor
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Meeting date	12-Mar-23
Meeting type	External Supervisor Meeting
Attendance	All 4 members
Discussed points	- Briefed the external supervisor about the project. - Clarified doubts about legal documents.
Comments and summary	- In our first team meeting with the external supervisor, following the successful recruitment of her as our external supervisor, we provided a comprehensive overview of the research project, its anticipated outcomes, and the objectives we aim to achieve. - During the meeting, the member responsible for data extraction addressed and resolved concerns pertaining to the legal document structure and document template. - The meeting took place through the Google Meet platform.

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           Date   Supervisor/Cosupervisor/Ext. Supervisor

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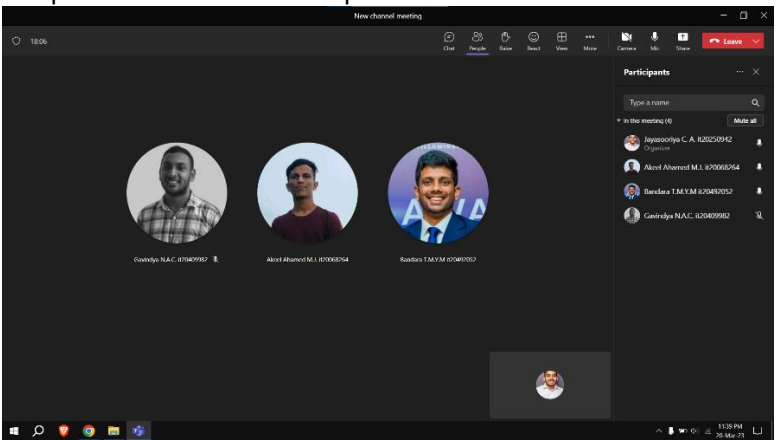| Meeting date	13-Mar-23
Meeting type	SCRUM Meeting
Attendance	4 team members
Discussed points	- Finalizing and submitting the project charter. - Ensuring the maintenance of the Trello board. - Managing and updating the research document. - Planning for the creation of the project proposal report.
Comments and summary	- Finalized the project charter document and obtained approval from the project supervisor, co-supervisor, and external supervisor. Subsequently, submitted the charter document and completed the associated confirmation form. - Conducted a session to familiarize the team with the functionalities of the Trello board, emphasizing the importance of its maintenance. Provided an in-depth walkthrough of the Trello board, outlining expectations and procedures for continuous upkeep. - Discussed and established proper procedures for maintaining research documents. This involved screen sharing from each team member and implementing centralized document management and a standardized bookmark structure. - Delved into the upcoming task of creating the proposal report, which is the next looming deadline. Motivated team members to put forth their best efforts in crafting the report and shared insights and ideas on how the report should be developed.

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Date   Supervisor/Cosupervisor/Ext. Supervisor
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Meeting date	19-Mar-23
Meeting type	SCRUM Meeting
Attendance	4 members
Discussed points	- Proposal reports draft finalization. - Methodology finalization. - Proposal report's draft document structure finalization.
Comments and summary	- The team talked about the first version of the proposal report and the things that should be in it. - In the meeting, the team decided which tools and technologies to use for creating the proposal report, like the language for the front-end development. - The team members agreed on how they will organize the report and chose a template to make all their reports look the same.

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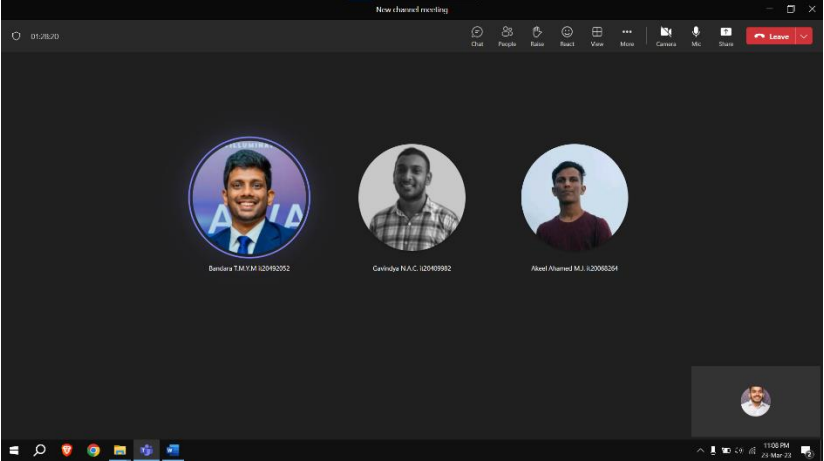|	
Meeting date	20-Mar-23
Meeting type	Meeting with supervisor
Attendance	Supervisor, 4 members
Discussed points	• Proposal report submission details. • Proposal report template. • Proposal report objectives and specific objectives. • Proposal report related to members' questions.
Comments and summary	• The whole team met online to talk about the final changes needed for the proposal report before we submitted it. • We also talked about when and how to submit the report. • We had some questions about the main goal and the specific goals we should have in the report. We discussed this with our supervisor. The main goal is about the whole project, while the specific goals are about what each team member is doing. • Then, each of us asked the supervisor questions to clear up any confusion. Most of the questions were about how to write the upcoming proposal report.

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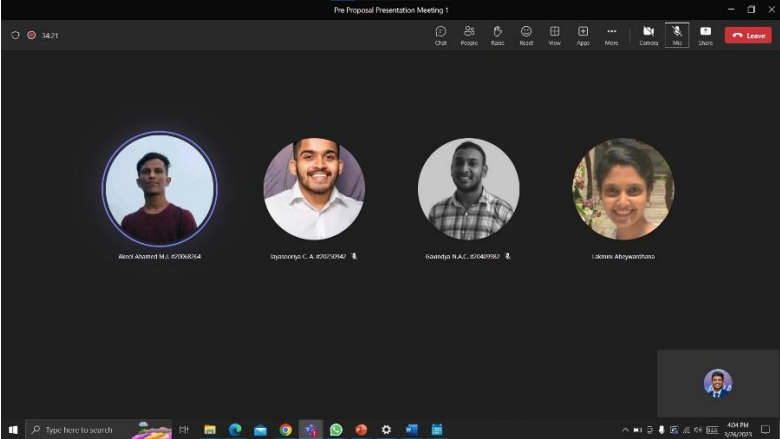| Meeting date	23-Mar-23
Meeting type	SCRUM Meeting
Attendance	4 members
Discussed points	- Proposal report finalization. - Document formatting. - Presentation preparation. - Trello board maintenance.
Comments and summary	- The meeting began by making sure the proposal report looked neat and was ready to go. We made sure it had a consistent look. - We also talked about getting ready to present our proposal. Each of us got specific jobs to do, and we made a shared set of slides for the presentation. - Lastly, we made sure our Trello board was up to date and organized.

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Supervisor/Cosupervisor/Ext. Supervisor

Signature

Meeting date	26-Mar-23
Meeting type	Supervisor Meeting
Attendance	Supervisor, 4 members
Discussed points	- Proposal presentation preparation. - Individual member methodology discussion. - Member component doubt clarification.
Comments and summary	- We were told how to get ready for our proposal presentation. We got advice and tips on what to do during the presentation. Each of us was told to really understand our part. - We talked about the issues we had with our parts and how we planned to work on them. Our supervisor helped us by giving information and materials to look at, and answered our questions.

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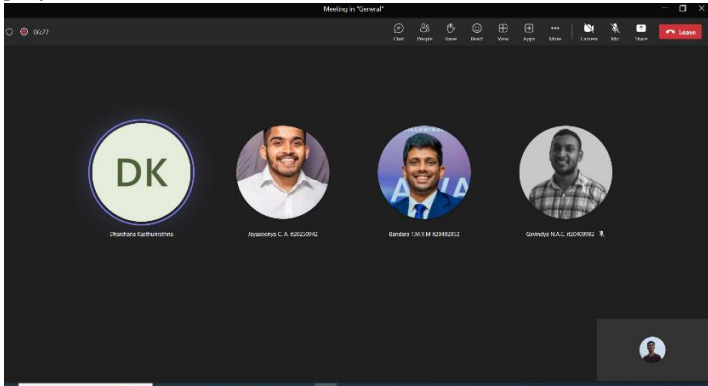Click or tap to enter a date.

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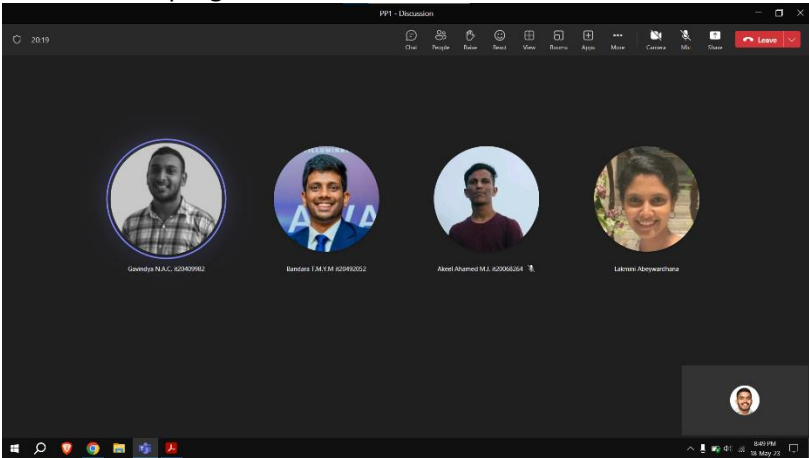| Meeting date	26-Mar-23
Meeting type	Co-supervisor meeting
Attendance	Co-supervisor, 4 members
Discussed points	• Technology discussion about each member's component. • Proposal presentation points.
Comments and summary	• Due to a scheduling difficulty, the meeting with the co-supervisor was pushed to the evening. A similar discussion with the supervisor was carried out. • I was instructed to search deeply about Rasa NLU which is an open-source free technology. The usage of the said technology paired with the knowledge graphs could be very beneficial in the building of the legal decision support system. • Each team member's methodology and technological problems were addressed and reference topics and ideas were given by the co-supervisor where each member was tasked with reading and studying the said topics thoroughly.

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Date   Supervisor/Cosupervisor/Ext. Supervisor
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Date	18-May-23
Activity type	Supervisor meeting – PP1 preparation
Attendance	Supervisor, 4 members
Tasks	- Discussing how things are going so far. - Getting ready for the first major presentation (PP1) and receiving some tips. - Discussing any issues, we're facing in our progress. - Planning and discussing what we'll be doing next.
Comments and summary	- Each of us told the supervisor how our work is going and shared any problems we're having. - The supervisor gave us advice and tips for getting ready for PP1. They also looked at our progress and decided what we need to do next.

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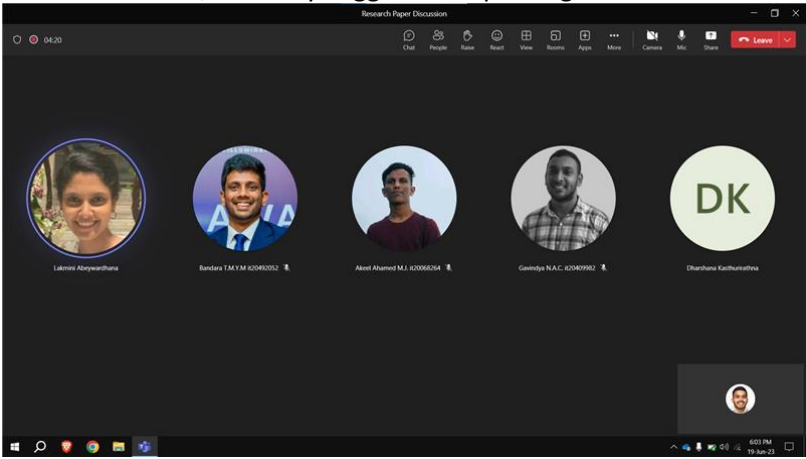
Date   Supervisor/Cosupervisor/Ext. Supervisor
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Date	19-Jun-23
Activity type	Research paper preparation discussion
Attendance	Supervisor, Co-supervisor, 4 team members
Tasks	- Discuss the research paper and how we should write it. - Discuss the problems and challenges we're dealing with in the project. - The supervisor and co-supervisor gave us advice on how to move forward with the project.
Comments and summary	- We were told to work together and write a research paper that talks about how we're combining three components. - We talked about the issues we're having in the project and got advice from the supervisor and co-supervisor. The main problem was that our models were not accurate, and they suggested improving the datasets to fix this.

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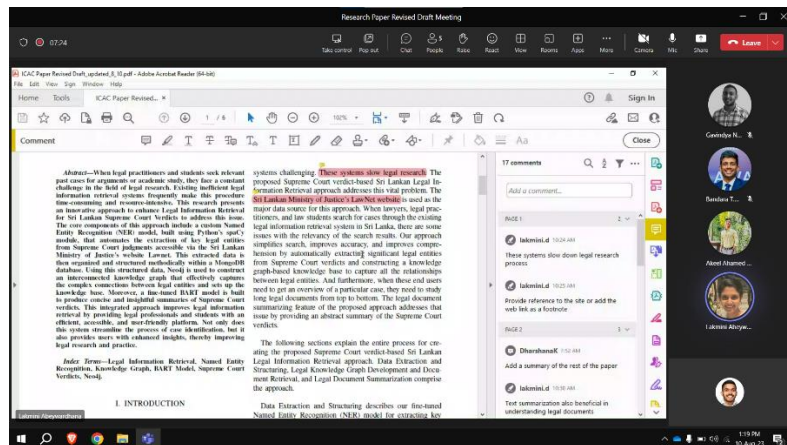………………………………………….   …………………..………………………………………..

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Date	10-Aug-23
Activity type	Research Paper Draft Revision Meeting
Attendance	The supervisor and the 4 members
Tasks	- Discussion of what additional content should be added to the paper. - Discussion on what changes should be made to the first draft of the paper. - Finalizing the paper formatting and template.
Comments and summary	- The members were informed and shown what mistakes were made while the research paper was written and what information should be added to the paper. - The team was instructed to omit iterative mentioning of the facts and results throughout the paper. - The supervisor instructed the members on what format to follow while writing the paper and how the paper's content should be arranged.

- Comments:

Date	22-Aug-23
Activity type	Initial Integration Meeting
Attendance	4 members
Tasks	- Finalizing the finished features. - Commit coordination and ordering. - Merging to master.
Comments and summary	- Finalized and completed the finished features of each component and checked out errors and other issues that popped up during the implementation of models. - Checked the proper committing of the progress of each member and committed the new tasks completed. - After pushing the commits onto the development branches, merging with the master branch was done.

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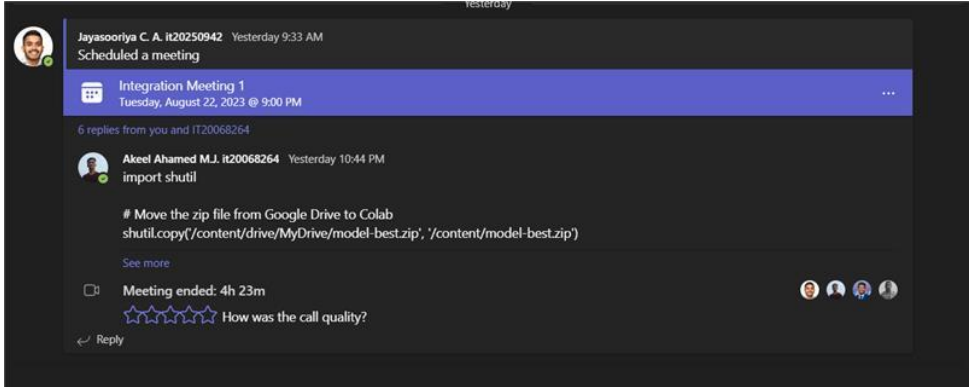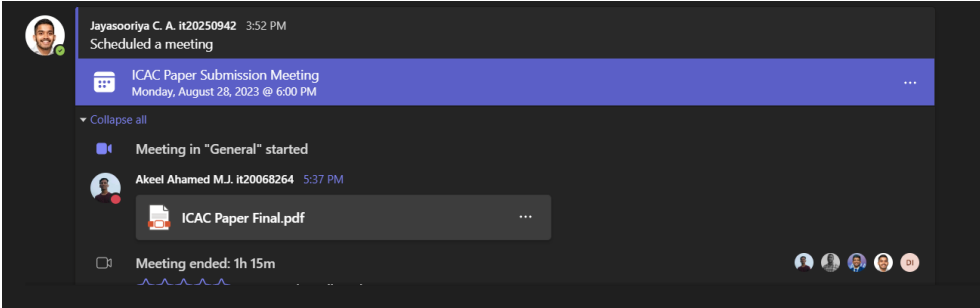Date   Supervisor/Cosupervisor/Ext. Supervisor
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Date	28-Aug-23
Activity type	ICAC Paper Submission
Attendance	4 members
Tasks	• Submission of the blind copy of the paper to the ICAC portal. • Pushing and merging the current changes to the system.
Comments and summary	• Made the final changes to the paper that were suggested by the supervisor and co-supervisor. • Finalized the paper and removed the author block to make the paper a blind copy. • Submitted the paper. • Checked the system progress, pushed the current commits to dev branches, and merged the updates with the master branch.

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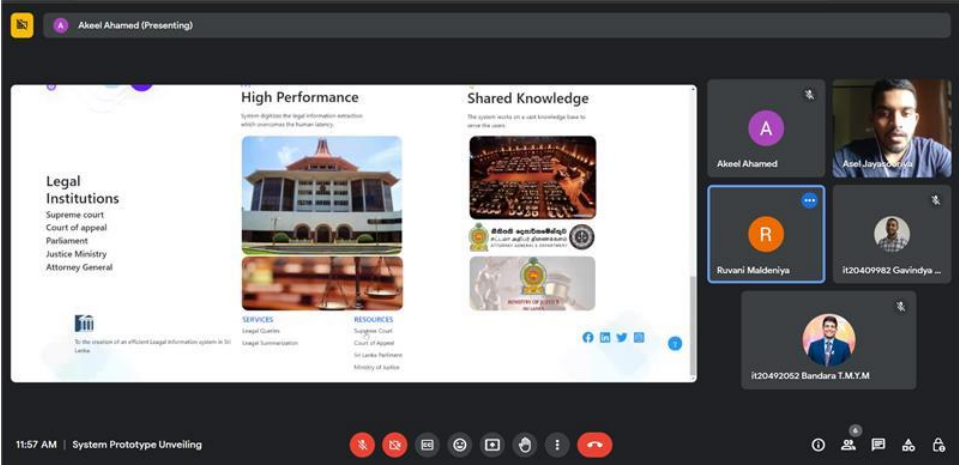   Date   Supervisor/Cosupervisor/Ext. Supervisor
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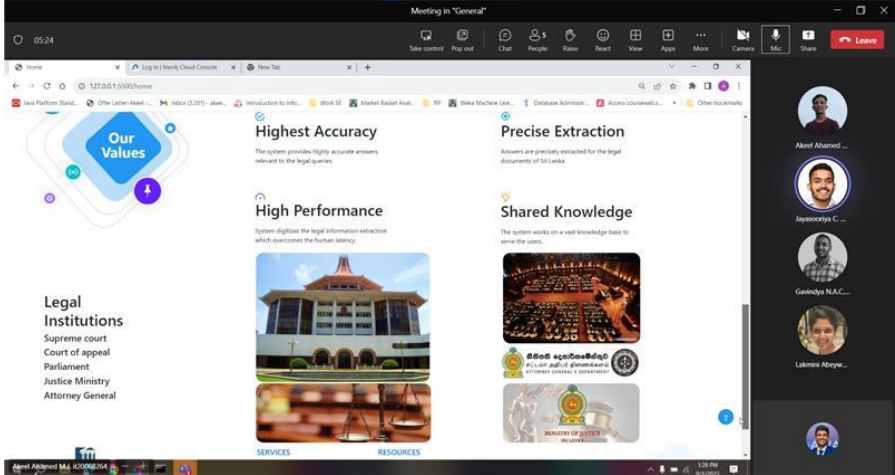| Date	01-Sep-23
Activity type	Initial prototype unveiling meeting
Attendance	External supervisor, 4 members
Tasks	• Presented the front end and the prototype build to the external supervisor. • Presented the future plans and scaleup plan.
Comments and summary	• Presented the prototype build to the external supervisor (client), and explained the system flow and the internal workings of the system. • Got the approval of the client for the system. • Presented the future scale-up plans for the system.

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Supervisor/Cosupervisor/Ext. Supervisor Signature

Date	01-Sep-23
Activity type	Prototype unveiling team meeting.
Attendance	Supervisor, 4 team members.
Tasks	- Presented the system and the completion level to the supervisor. - Discussion about the system poster. - PP2 preparation discussion.
Comments and summary	- Presented the full system and the completion rate to the supervisor and explained the system and workflow. - Discussed the previously conducted field visit to the Law College and how the system poster for the PP2 should be designed. - Discussed about the preparation and what should be addressed in the PP2.

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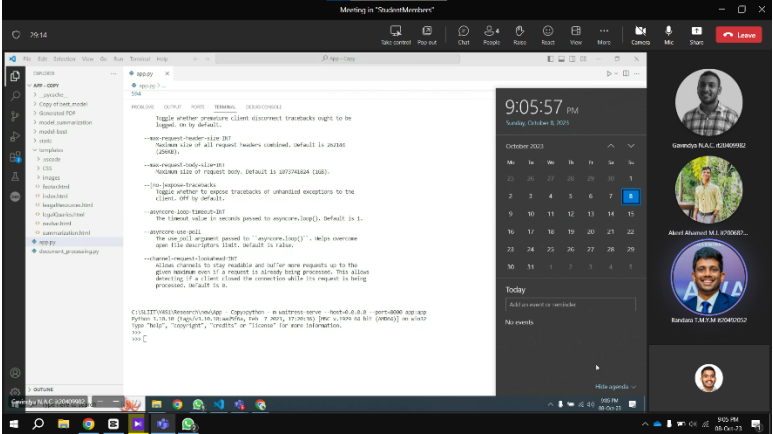   Date   Supervisor/Cosupervisor/Ext. Supervisor
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Date	08-Oct-23
Activity type	System performance enhancement meeting
Attendance	All 4 members
Tasks	- Improve feature performance. - Discussed the SLIIT open-day presentation plan. - Finalization of the product pitch to President Ranil Wickramasinghe.
Comments and summary	- As the performance of several features was relatively low the team managed to cut down the performance times by more than 90% by shifting the system run environment to a production environment. - The team then carried out the presentation plan of the product in preparation for the SLIIT Kandy Uni Inauguration ceremony, where the product pitch would be done to President Ranil Wickramasinghe. - The pitch was finalized, and final system tests were done.

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Date   Supervisor/Cosupervisor/Ext. Supervisor
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Date	23-Oct-23
Activity type	Project finalization meeting
Attendance	All 4 members
Tasks	• Finalization of all the documents and logbooks
Comments and summary	• Formatted all the documents with the collaboration of all group members. • Took screenshots of every activity.