**Law Digest 4 New Jersey Project**

**Kick-off Meeting**

**Date: 01/23/2024**

**Meeting Objective:** Establish the scope of the project, review overall project objectives, and discuss plans for the project proposal phase and beyond.

**Agenda:**

* Introductions of attendees
* Final selection of project
* Establish background of project
* Review of the 4 high-level project documents (business case, project charter, business case, and statement of work)
* Discussion of project organizational structure
* Discussion of project scope, objectives, and timeframe
* Discussion of preliminary of team member roles
* Investigation into viable datasets containing state-level NJ legal information
* List of action items from meeting

| **Action Item** | **Assigned To** | **Due Date** |
| --- | --- | --- |
| Contribute to the drafts of our high-level proposal documents | Joseph Tomasello, Xavier Amparo, Matthew Fernandez, Julio D Rodriguez, Eric Landaverde | Tuesday, 01/30/2024 |
| Organize project documents, repositories, and resources | Joseph Tomasello | Tuesday, 01/30/2024 |
| Validate the previously identified data sources and investigate data aggregation techniques | Eric Landaverde | Tuesday, 01/30/2024 |
| Identify example websites and frontend resources to inform project web page structure/layout | Matthew Fernandez, Julio D Rodriguez | Tuesday, 01/30/2024 |
| Identify viable LLMs/machine learning techniques to enable summarization and textual processing of legislative data | Joseph Tomasello | Tuesday, 01/30/2024 |
| Identify viable methods of data storage | Xavier Amparo | Tuesday, 01/30/2024 |

**Date and time of next meeting:**

* Date: Friday, 01/26/2024
* Time: 8:00pm - 10:00pm