# DAB 304 Weekly Project Meeting Minutes

**Date of meeting(s):** 25-Febuary-2025 and 08-March-2025

**Group members present (Name, ID):**

* Lakshmi Priya Armugan, 0851437
* Kanchan Devi, 0836627
* Karthikeyan Baskaran, 0832591
* Sachin Ramasubramanian, 0849986
* Akash Balu, 0829156

**Specific Activities from prior week:**

Each team member worked on specific tasks related to the **Research & Planning** phase:

1. **Lakshmi & Karthikeyan** – Researched available speech-to-text models (OpenAI Whisper, Google Speech API).
2. **Kanchan & Sachin** – Collected and analyzed whether medical speech datasets suitable for our project goal.
3. **Akash** – Transformed suitable format of data from the raw format.

**Specific Output from prior week:**

1. Research summary on speech recognition models and NLP techniques.
2. A list of available **medical speech datasets** and preprocessing requirements.

**On Target:**

**green**: everything on track for completion by due date

**Challenges/Disagreements:**

**Planned Activities for coming week:**

|  |  |  |
| --- | --- | --- |
| Complete dataset cleaning & preprocessing | Karthikeyan, Kanchan | 21-Mar-2025 |

|  |  |  |
| --- | --- | --- |
| Research best approaches for NLP training | Lakshmi, Akash | 21-Mar-2025 |

|  |  |  |
| --- | --- | --- |
| Finalize speech recognition model | Lakshmi, Sachin | 21-Mar-2025 |

|  |  |  |
| --- | --- | --- |
| Updated system workflow based on model selection | Akash | 21-Mar-2025 |
| Finalize the form template and fields | Lakshmi | 21-Mar-2025 |