To help draft your Minutes of Meeting (MOM), here’s a suggested template and key points you might want to cover based on the context of your recent discussion (e.g., around your Azure-based ML solution). Here’s a sample structure you can customize:

Minutes of Meeting (MOM)

Date: [Insert date of the meeting]

Time: [Insert meeting time]

Attendees: [List all attendees]

Meeting Facilitator: [Your name or the person leading the meeting]

Location: [If applicable, mention if it was virtual or in-person]

1. Meeting Purpose

• To discuss the architecture and functionality of the Azure-based ML document processing solution.

• To review the implementation of Redis Cache and its role in the ML pipeline.

• To evaluate workflow efficiency and potential optimizations for document handling and data extraction.

2. Agenda

• Review of architecture components in the ML solution.

• Detailed discussion on Redis Cache integration.

• Evaluation of workflow steps for document processing.

• Q&A and feedback session on solution improvements.

• Action items and next steps.

3. Discussion Summary

• Architecture Overview:

• Reviewed the high-level components, including API Management, Azure Front Door, SQL Database, Cognitive Services, and Redis Cache.

• Discussed how each component contributes to document processing, pre-processing, OCR, and data extraction.

• Redis Cache Integration:

• Explored Redis Cache’s role in improving performance by caching results from format validation, classification, pre-processing, and user interactions.

• Redis Cache was highlighted as a way to reduce SQL load and improve the responsiveness of API calls to the UI.

• Workflow Optimization:

• Analyzed each workflow step (format validation, pre-processing, field extraction, etc.) and how Redis Cache could accelerate repeatable actions, such as caching common document templates and user edits.

• Addressed specific caching strategies to streamline the processing pipeline for high-volume document uploads.

• Action Items:

• [Your Name]: Document caching strategies to standardize Redis Cache usage across different workflow steps.

• [Other Stakeholder Names]: Review the current database load and identify areas where Redis caching can be expanded.

• [Tech Lead or Developer Name]: Implement draft-mode caching for user interactions in Redis.

• All Team Members: Continue to test and monitor Redis Cache performance across different scenarios and provide feedback in the next meeting.

4. Decisions Made

• Approved the integration of Redis Cache for specific steps in the ML workflow to enhance performance.

• Agreed on expanding caching for pre-processing and classification to reduce redundant processing.

5. Next Steps

• Review action items assigned to each team member.

• Schedule a follow-up meeting to assess the impact of Redis Cache on system performance.

• Prepare a report on the efficiency improvements in document processing for stakeholders.

Feel free to adjust the specifics based on what was actually discussed. Let me know if there are any additional points to include, or if you’d like a more detailed breakdown of any section.