**Meeting Summary**

**Meeting Overview**

Team meeting held on July 24, 2025, from 2:00 PM to 3:00 PM (approximately 1 hour) to discuss project selection for a semester-long capstone course. Team members Peter Fang, Rania Khan, and Jake Spitteler participated in reviewing available projects and establishing team preferences.

**Key Decisions Made**

* Selected 7 projects from the available 37 options to submit as preferences
* Agreed to prioritize non-UWA external company projects over internal university projects
* Decided to avoid medical-related projects due to team expertise concerns
* Established project ranking based on team consensus:
  1. AI-based recommendation filter
  2. AI survey plan
  3. Streamlined testing for AI solutions
  4. Real-time seismic imaging
  5. Machine learning optimal control transfer function
  6. Documentation identification software
  7. Multi-agent system

**Action Items**

* **Rania**: Set up When2meet for team availability scheduling
* **Rania**: Create meeting summary document and share with team
* **Peter**: Complete project preference submission form
* **All team members**: Add availability times to When2meet

**Important Discussion Points**

* Team introductions
* Preference for projects with significant problem-solving and AI components rather than basic application development
* Interest in gaining experience with cloud computing technologies (AWS) despite limited prior experience
* Concern about projects with insufficient descriptions or unclear requirements
* Discussion of weekly meeting requirements and documentation needs for the course

**Next Steps**

* Wait for project allocation results from course administrators
* Schedule regular team meetings based on availability coordination
* Look into weekly submission requirements including meeting minutes, timesheets, and work documentation
* Establish consistent meeting format using Teams for transcription and time tracking purposes