**MEETING MINUTES**

**Professional Computing Project – Team 03**

**MEETING OVERVIEW**

**Date:** September 10, 2025  
**Meeting Type:** Client Development Meeting  
**Purpose:** Review current progress on document search system, clarify priorities between PDF search and library search, discuss performance concerns and client requirements.

**Attendees:**

* Dr. Chris Parsons
* James Felstead
* Peter Fang
* Chunyu Zheng
* Hazel Wang

Apologies / Absentees:

* Rania Khan (Sick**)**

**KEY DISCUSSION POINTS**

**Project Progress & Concerns**

* Client emphasized importance of ensuring the **search functionality** is effective by the end of the project, without excessive pressure on the team.
* Discussion around whether to **prioritize PDF search vs library search**, and how to design the user interface for switching between modes.
* Concern raised about **batch search usability**—clicking for each document would be inefficient.

**Technical Considerations**

* Performance: Current search runs slowly; need to optimize search execution (possibly allowing more intensive local computation).
* Client suggested that **internet speed** is a limiting factor, mentioning high-performance connections (e.g., Starlink) could improve processing.
* Discussion on **system scalability and reliability**, ensuring functionality is prioritized over advanced UI design at this stage.

**Client Feedback**

* The client confirmed flexibility in offering both PDF and Library search methods.Stressed that **ease of use** is secondary to ensuring functionality works correctly.
* Encouraged the team to be proactive and more demanding with client requirements, to avoid delays.

**Data & Quality**

* A data inconsistency was noted, highlighting the need for quality checks.
* Differences between PDF file names and document titles may require standardization.

**Multi-language Strategy**

The client confirmed that most documents are in English and French, with Spanish used to a lesser extent.

**DECISIONS MADE**

1. **Priority:** Ensure functionality of both PDF and library search, with flexibility for the user to switch between them.
2. **Usability:** Avoid inefficient batch-processing that requires excessive user interaction.
3. **Optimization:** Explore performance improvements through local computation and better connection setups.
4. **Client Expectations:** Team should request needed resources and clarifications from the client without hesitation.

**ACTION ITEMS**

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| --- | --- | --- |
| **Task** | **Responsible** | **Deadline** |
| Provide additional metadata and guidelines for search modes | Client | Within 1–2 days |
| Continue testing PDF and library search integration | Team | Ongoing |
| Investigate performance optimization (batch search and faster execution) | Team | Before next meeting |
| Prepare updated demo with dual-mode search (PDF & Library) | Team | Next client meeting |

**NEXT STEPS**

* Deliver requested materials and clarifications from client.
* Prepare updated **demo version** including PDF and library search.
* Continue addressing **performance optimization** and **usability for batch search**.
* Review progress in the **next scheduled meeting** with client.

**CONCLUSION**

The team and client aligned on the importance of focusing on **core functionality** of the search system. Decisions were made to support both PDF and library modes with an efficient design, while performance improvements remain a priority. The client encouraged the team to be assertive in requesting support, ensuring progress continues smoothly.

**Meeting Minutes Prepared by:** Hazel Wang  
**Date Prepared:** September 10, 2025  
**Next Meeting:** Sprint 2 Discussion – Monday | Client Meeting - Wednesday