**MEETING MINUTES**

**Professional Computing Project Team 03**

**MEETING OVERVIEW**

**Date:** August 7, 2025  
**Time:** 10:00am  
**Meeting Type:** Mentor Meeting  
**Duration:** 1 hour  
**Purpose:** Introductory mentor meeting for students seeking guidance on a challenging research project assignment

**Attendees Present:**

* Rania Khan
* James Felstead
* Peter Fang
* Chunyu Zheng
* Hazel Wang
* Matt Noble - Mentor

**KEY DISCUSSION POINTS**

**Project Background and Scope**

The team is working on a **"Documentation AI Agent"** project for **Dr. Chris Parsons**, a UWA researcher. The project involves a two-part migration data initiative with significant technical challenges:

**Project Components:**

1. **Document Search:** Searching approximately **1 terabyte of PDFs** to find original source documents for existing data tables
2. **Web Scraping:** Locating original online sources

**Project Scale:**

* **15-20,000 tables** for India alone
* **Timeline:** less than 11-12 weeks
* **Data accessibility:** 40-50% of documents easily downloadable, remainder requires library access or physical visits

**Communication and Requirements Challenges**

Reported significant difficulties with client communication:

* **Client characteristics:** Dr. Martin described as indirect, non-technical, and prone to circular conversations
* **Requirements gathering:** Client has refused to provide technical specifications
* **Data provision:** No sample data provided yet, with promises to deliver in next client meeting

**Technical and Resource Constraints**

**Team limitations identified:**

* Lack of web scraping experience
* Concerns about source accessibility
* Limited timeframe for skill development

**Project feasibility concerns:**

* Technical barriers in PDF processing and data extraction
* Resource constraints for accessing physical documents

**Stakeholder Management Issues**

* Unclear requirements causing project delays
* Need for better scope management
* Structured communication approaches required
* Time waste concerns due to unclear deliverables

**DECISIONS MADE**

1. **Create comprehensive project breakdown:** Team will develop detailed flowcharts and visual representations showing all project components with effort estimates
2. **Consult course tutor (Michael):** Schedule meeting before next client meeting to ensure proper support and avoid surprises
3. **Establish regular meeting schedule:** Continue weekly Thursday meetings from 10-11 AM as regular check-ins
4. **Wait for promised data:** Postpone detailed planning until client delivers promised sample data

**ACTION ITEMS**

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| --- | --- | --- |
| **Action Item** | **Responsible Party** | **Deadline** |
| Research PDF processing and web scraping tools | Student team | Before next client meeting (Wednesday) |
| Create visual flowcharts/pipeline diagrams showing project understanding | Student team | Before Wednesday client meeting |
| Prepare realistic scope alternatives and limitations presentation | Student team | Wednesday client meeting |
| Document all project assumptions clearly | Student team | Before Wednesday client meeting |
| Send meeting agenda to client | Student team | Before Wednesday meeting |
| Book room for weekly Thursday meetings | Student team | Ongoing |

**NEXT STEPS**

**Immediate Actions**

* Wait for client's promised data delivery
* Research PDF processing methodologies and web scraping techniques
* Build foundational understanding of required technologies

**Client Meeting Preparation (Wednesday)**

* Complete research on technical approaches
* Create comprehensive flowcharts and visual representations
* Meet with course tutor Michael for guidance
* Prepare presentation showing realistic project scope options with clear limitations and alternatives

**MENTOR INSIGHTS**

**Key Guidance Provided:**

* Unclear client requirements are common in real-world projects
* Best approach is creating concrete deliverables that demonstrate understanding
* Project scope appears genuinely unrealistic for available timeframe and team experience level

**Recommended Strategy:**

* Visual representation over verbal clarification
* Realistic scope presentation with alternatives
* Professional relationship maintenance while managing expectations
* Focus on achievable deliverables within constraints

**PROJECT RISK ASSESSMENT**

**High Risk Factors:**

* Unrealistic project scope for timeframe
* Limited team technical experience
* Poor client communication patterns
* Lack of sample data for development
* Physical document access requirements

**Mitigation Strategies:**

* Clear visual project breakdown
* Academic support through course tutor
* Regular mentor guidance
* Realistic scope alternatives preparation

**CONCLUSION**

The mentor meeting provided valuable guidance for managing a challenging client relationship and unrealistic project scope. The team received clear direction to focus on concrete deliverables and visual representations while seeking academic support to navigate the project constraints effectively.

**Meeting Minutes Prepared by:** Rania Khan   
**Date Prepared:** August 8, 2025  
**Next Meeting:** Weekly Thursday, 10:00-11:00 AM