**MEETING MINUTES**

**Professional Computing Project Team 03**

**MEETING OVERVIEW**

**Date:** August 6, 2025  
**Time:** 1:30 PM  
**Duration:** 2 hours  
**Meeting Type:** Team planning and project discussion  
**Purpose:** Plan team availability for client meetings and discuss project scope and approach

**Attendees:**

* Rania Khan
* Hazel Wang
* James Felstead
* Chunyu Zheng
* Peter Fang

**KEY DISCUSSION POINTS**

**Client Meeting Scheduling**

Team discussed availability for weekly one-hour client meetings.

**Mentor Meeting Schedule**

* **Weekly mentor meetings confirmed:** Thursdays 10:0-11:00 AM
* **Upcoming mentor meeting:** August 7, 2025 (agenda reviewed)

**Project Scope and Challenges**

**Project involves two main components:**

1. **Document matching system** - matching tables to source documents from 1TB dataset
2. **Web scraping component** - finding document sources online

**Major concerns identified:**

* Scale of data (1 terabyte) presents significant technical challenges
* Unclear project requirements and scope
* Lack of sample data to begin development
* Client communication issues (lengthy historical explanations vs. direct answers)

**Technical Approach Discussion**

* Explored potential AI integration using OpenAI API
* Discussed data chunking strategies to manage large dataset
* Considered filtering approaches by location, time period, and other metadata
* Identified need for suitable tech stack selection

**Project Management Issues**

* Team expressed concern about project feasibility given the scope
* Three weeks already elapsed with minimal progress due to unclear requirements
* Need for better client communication strategies

**DECISIONS MADE**

1. **Meeting Schedule:** Email client with team availability slots after this meeting
2. **Project Approach:** Focus on Part 1 (document matching) initially, with Part 2 (web scraping) as secondary priority
3. **Sprint Planning:** Depending on data complexity, may split into two-team approach or tackle components sequentially
4. **Communication Strategy:** Will request sample data and clearer project specifications from client

**ACTION ITEMS**

|  |  |  |
| --- | --- | --- |
| **Task** | **Responsible Party** | **Deadline** |
| Email client with team availability for weekly meetings | Rania Khan | End of day (August 6) |
| Attend mentor meeting and discuss project scope | All team members | August 7 |
| Request sample dataset from client | Team (via mentor guidance) | August 7 |
| Submit timesheets for morning session (3 hours) and current meeting (1 hour) | All team members | August 9 |
| Complete personal reflection assignments | All team members | August 11 |

**Sprint 1 Goals (by August 13)**

* Complete project scope definition
* Establish clear deliverables and success criteria
* Begin development of core matching algorithm (Part 1)

**PROJECT CHALLENGES SUMMARY**

**Technical Challenges:**

* Managing 1TB dataset efficiently
* Developing accurate document matching algorithms
* Implementing effective web scraping solutions

**Project Management Challenges:**

* Unclear requirements and scope definition
* Limited client communication effectiveness
* Time constraints with existing progress delays

**Resource Requirements:**

* Sample data access for development
* Appropriate technical infrastructure
* Clear project specifications and success criteria

**CONCLUSION**

Meeting concluded with team agreement to reconvene after mentor meeting with clearer direction on project scope and client communication strategies. The team identified critical next steps to address project uncertainty and establish a viable development approach.

**Meeting Minutes Prepared by:** Rania Khan  
**Date Prepared:** August 8, 2025  
**Next Meeting:** Mentor Meeting - August 7, 2025