**MEETING MINUTES**

**Professional Computing Project Team 03**

**MEETING OVERVIEW**

**Date:** Wednesday, August 20, 2025  
**Time:** 9:30 AM - 10:30 AM  
**Purpose:** Plan automated system for finding and downloading census data from various

**Attendees:**

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

**KEY DISCUSSION POINTS**

**Technical Progress**

Team has made progress using ClickUp for organization. James created HTML scraping and PDF filtering programs, while Peter developed AI-powered web scraping capabilities.

**API Limitations and Upgrades**

Currently on Tier 1 API with severe limitations (200K tokens). **Immediate upgrade to Tier 3** (4 million tokens) identified as critical. Tier 5 (150M tokens) considered for final execution.

**Document Strategy**

* **Focus on pre-2000s documents** for easier testing and smaller token usage
* **PDF-restricted searches** for optimization
* **Geographic prioritization:** Start with easier Caribbean countries, save complex sites (Australia, Canada, South Africa) for advanced AI deployment
* **Source hierarchy:** Government sites → University libraries → Remote library requests

**File Organization**

Standardized **Continent → Country → Year** folder structure with comprehensive metadata tracking in shared cloud storage.

**DECISIONS MADE**

1. **Immediate Tier 3 API upgrade** for improved performance
2. **Pre-2000s document prioritization** for initial testing
3. **PDF-only search restrictions** to manage token limits
4. **Continent/Country/Year folder structure** implementation
5. **Two-phase approach:** Direct PDF downloads first, library searches as backup

**ACTION ITEMS**

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| --- | --- | --- |
| **Task** | **Responsible** | **Priority** |
| Secure Tier 3 API access | Dr. Parsons | This week |
| Provide country categorization data | Dr. Parsons | This week |
| Set up cloud storage structure | James | This week |
| Continue AI prompting optimization | Peter | Ongoing |
| Coordinate team work streams | Rania | Ongoing |

**NEXT STEPS**

* **Immediate:** Secure Tier 3 API access and resolve PDF corruption issues
* **Short-term:** Test system with easier countries using pre-2000s documents
* **Medium-term:** Deploy advanced AI on complex websites, evaluate Tier 5 upgrade
* **Expected success rate:** 80% automated, 20% manual completion

**Meeting Minutes Prepared by:** Rania Khan  
**Date Prepared:** August 20, 2025  
**Next Meeting:** In-person at Business School (Next week)