**MEETING MINUTES**

**Professional Computing Project Team 03**

**MEETING OVERVIEW**

**Date:** August 25, 2025  
**Meeting Type:** Stand-up Development Meeting  
**Purpose:** Progress review across development streams and preparation for client meeting

**Attendees:**

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

**KEY DISCUSSION POINTS**

**Research Stream Progress**

The research team has been developing search AI functionality with mixed results from different approaches. **ChatGPT's deep research tool** showed limitations as it cannot locate actual documents and only extracts existing data. The team **pivoted to testing a combination of normal web search with Handler AI**, which demonstrated superior performance.

**Web scraping tool achievements:**

* Performs Google searches using keywords
* Scans top 20 results for PDFs
* Downloads and analyzes PDF files
* Uses file size as filtering criterion
* Successfully processed EU Austria document
* **Performance concern:** 50-second processing time identified

**Frontend Development Status**

**UI development progress:**

* Enhanced UI mockup with additional requested fields and tabs
* Added download PDF button functionality
* Implemented source websites display
* Created expandable fields for better user experience
* **Flexible UI components** designed for modification based on final backend specifications
* **Progress dependency:** Frontend development contingent on backend implementation for optimal integration

**Backend and Database Implementation**

**Database development accomplishments:**

* **Completed database schema** with dedicated tables for:
  + Source data
  + Document records
  + Reach information
  + Countries data
  + Bench data
* **Export capabilities:** CSV and JSON functionality implemented
* **Country name standardization:** Addresses variations (US vs USA vs America)

**Current development focus:**

* Resolving dropdown menus vs input fields for country selection
* Adding province field functionality for province-specific documents

**Technical and Security Considerations**

**Identified challenges:**

* **File naming convention confusion** on client's SharePoint system
* **Unusual numbering systems** and country abbreviations in SharePoint
* **SharePoint integration complexities** with student access limitations preventing test environment creation
* **OCR capabilities** deemed too complex for current constraints

**Security preparedness:**

* Team ready to explain only text prompts sent to LLM
* No documents uploaded to external servers
* All processing occurs on team servers

**DECISIONS MADE**

1. **Search Functionality Priority:** Focus on PDF finding functionality over library search features based on performance testing results
2. **Database Structure:** Implement filtering by document type and province fields, leaving province field empty when not relevant to specific countries
3. **Development Approach:** Prioritize core functionality before adding advanced features like library integration
4. **UI Design:** Use flexible field structure accommodating both single content field and separate input fields for multilingual documents

**ACTION ITEMS**

**Client Meeting Preparation (Wednesday)**

|  |  |  |
| --- | --- | --- |
| **Task** | **Responsible** | **Priority** |
| Request search input specifications and test data from client | Team | **HIGH** |
| Ask for file naming convention guidelines and abbreviation key | Team | **HIGH** |
| Request dedicated SharePoint space for testing | Team | **HIGH** |
| Get list of major libraries for potential integration | Team | Medium |

**Development Tasks (Next Tuesday)**

* Connect backend and frontend components
* Implement filtering and file size features
* Create demo-ready mockup
* Set up GitHub branches for better code management
* Create README file with required modules
* Convert search results to array of strings for frontend integration
* Share web scraping code (Google WS file on branch)

**NEXT STEPS**

**Immediate Actions**

* **Client presentation preparation:** Address all identified blockers before Wednesday meeting
* **Hard deadline established:** Friday for client to provide required specifications

**Short-term Milestones**

* **Internal demo meeting:** Next Tuesday to review integrated system and identify remaining issues
* **Client feedback session:** Wednesday following internal demo
* **Performance optimization:** Address 50-second processing time concern

**Medium-term Objectives**

* **Portfolio submissions:** Due Monday after break
* **Continued development:** Based on client specifications and test data
* **Security documentation:** Prepare comprehensive explanation for client LLM concerns

**CONCLUSION**

The development team has made significant progress across all streams with functional components in research, frontend, and backend development. Key integration work is scheduled for next Tuesday's internal demo, with critical client specifications and test data still pending. The team is well-positioned to deliver a comprehensive demo pending resolution of identified blockers.

**Meeting Minutes Prepared by:** Rania Khan  
**Date Prepared:** August 25, 2025  
**Next Meeting:** Internal Demo - Tuesday | Client Meeting - Wednesday