Team 23
Minutes of Initial Team Meeting

7pm-7:30pm, Tuesday the 21st of October 2025, Discord

Present: Paula Monica, Harvey Hill, Alfie Jenkins, Sylenyx Patten.

Apologies: None

Welcome: PM welcomes all and states roles for this week:
Notetaker: PM, Meeting chair: PM, Timekeeper: AJ.

Meeting purpose: Initial meeting to discuss role assignments based on strengths and weaknesses as well as preparation for initial client meeting.

Items for discussion:

a) PM says a prototype was mentioned during the bidding stage, and wants clarification from Emilie on what already exists and how much we should reference it (action) PM gets clarification from Emilie during client meeting. Additionally PM is curious about access to prototype (action) PM will ask about access to prototype during client meeting.

AJ wants clarity on what the front end will look like additionally AJ is curious if this will be its own website or a new one, (action) AJ will get details during client meeting with Emilie. Additionally everyone in the team agrees we would like more detail on the format of the AI output desired (action) PM will get clarification from Emilie during client meeting.

PM is curious about implementation of additional features suggesting some potential ideas such as an AI chatbot, SP suggests the need for an additional PDF output option, (action) PM will ask Emilie during the client meeting about any additional features she wishes to be implemented and if she would like our suggestions as well.

HH has questions regarding the back end and testing of the solution. HH wants clarity on the hosting conditions for the project, additionally based on the hosting conditions HH was curious about the process for testing locally, (action) HH will ask Emilie to provide clarity on these.

SP mentions remembering a mention of testing with target groups and is wondering if that is still going to occur and if so when would Emilie organise this, (action) SP will ask Emilie to provide details of this during client meeting.

b) PM wants to discuss an idea for the AI implementation, she provides a document about a plausible approach for everyone to briefly review. The overarching idea is the usage of a GPT model due to its low cost and high capability at completing required task alongside some exemplar prompt queries and instructions for project structure and API connection, additionally a discussion on ensuring the AI output is formatted onto a text file for extraction and correct formatting on the webpage. Everyone reviews documents and agrees that approach seems suitable, HH brings up the fact we are unsure if there is an already existing AI structure, (action) PM will ask Emilie about if there is an existing AI structure for us to use, and if not if our approach would suit her vision of the project.

c) HH wants to discuss backend implementation in the event a backend doesn't exist, the idea of using Docker is brought up, the team is happy with this and allows HH to research and handle backend implementation. AJ brings up the fact a lot is unknown regarding existing back end infrastructure, (action) HH will get clarity on existing back end from Emilie during client meeting and progress based on that.

d) PM brings up the fact it's difficult to decide on regular team items at this stage due to our lack of information on the project requirements. The team decides creating some generalised requirements for now is a good idea, these can be developed later as the project progresses. Initial regular items will be: Progress of project, discussion of individual task completion progress and git commits, discussion of issues encountered, discussion of workload and any changes needed, progress on documentation, create the meeting agenda for client meeting.

e) SP has experience in project management therefore they are happy being the team leader and ensuring the team is progressing as expected, everyone is happy with this, PM studies AI and has and interest in it, therefore she can handle the AI implementation AJ is also very interested in this therefore PM will decided on the AI approach and create supporting documentation and pass on the initial implementation to AJ, she will support this implementation and progress will be reviewed at a later date. While AJ initially focuses on AI implementation and test querying, PM will complete initial wireframes and UI designs, for Emilie's review, due to her experience and enjoyment of UI/UX. SP will be responsible for assigning team tasks via trello and maintaining the group trello and github. HH will handle the backend of the software due to his existing DevOps experience and preference, and HH will be responsible for guiding the team with backend connection and creating relevant documentation.

AOB: None

Time and Date of next 2 meetings:
  a) Wednesday 22nd of October 1-1:30 pm, Teams, First client meeting with Emilie
  b) Monday 3rd of November 12:15-12:30 pm, PSQ B310, initial sprint review