

## Runtime Architects — Team Meeting Minutes

**Date:** 22 May 2025

**Time:** 12:00 – 12:30

**Location:** Online Call

### Attendees:

- Pablo Periañez Cabrero
  - Firose Shafin
  - Aditya Bhargav Akella
  - Nithyakamal Ilamurugu
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## 1. Project Pitch Document Strategy

- Discussed how to efficiently draft the pitch documents for the Microsoft projects.
  - Two approaches were considered:
    - **Individual Ownership:** Each team member takes responsibility for one pitch document.
    - **Collaborative Input:** All members contribute bullet points to each document, which is then consolidated by one person.
  - Final agreement:
    - Each member drafts one full document:
      - **Aditya** – AI Operator
      - **Nithyakamal** – Sustainable Cities
      - **Firose** – Grocery Guardian
    - Documents will be uploaded to Teams for shared access and team-wide feedback.
    - Pablo offered to handle document review or take a document if needed.
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## 2. Deadline & Review Timeline

- **First draft deadline:** Sunday, **25 May 2025, 11:59 PM**
  - **Review meeting scheduled:** Monday, **26 May 2025 at 5:00 PM**
    - Review and consolidate all documents.
    - Discuss improvements, unique contributions, and finalize submission.
  - Confirmed that Aditya and Pablo are unavailable on Saturday (24 May), and Kamal is travelling on Sunday.
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## 3. Submission Guidelines

- Documents should reflect:
    - Each team member's individual strengths relevant to the project.
    - Clear division of technical roles (e.g., frontend, backend, AI/ML, security).
    - Personal motivation and potential contributions.
  - Emphasis on **original content**; AI-generated drafts (e.g., ChatGPT) may be used for ideas but **not copied directly**.
  - The team intends to make the final version polished and competitive, as **only 4 groups** will be selected out of 17.
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#### 4. Technical Access & Tools

- All members confirmed Teams file access.
  - Word documents created via Teams will be shared and editable by default.
  - Troubleshooting access issues was discussed briefly.
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#### 5. Next Steps

- Each member uploads their personal pitch and begins drafting the assigned project pitch.
  - Pablo will upload tasks and deadlines to Teams for better visibility and organization.
  - Team will reconvene on **Monday, 26 May at 5:00 PM** to finalize.
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#### Meeting Adjourned

Prepared by:

Pablo Periañez Cabrero

22 May 2025