

# Runtime Architects — Team Meeting Minutes

**Date:** 9 June 2025

**Time:** 12:00 PM – 12:30 PM

**Location:** Online Call

## Attendees:

- Pablo Periañez Cabrero
  - Aditya Bhargav Akella
  - Nithyakamal Ilamurugu
  - Firose Shafin
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## 1. Team Check-In

- Light discussion at the start about weekend activities and regional holidays.
  - Acknowledged that the meeting was primarily focused on reviewing progress and ensuring the **Project Planning Document** was ready for submission.
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## 2. Project Plan Document

- Pablo confirmed he would be leading the **submission of the Project Planning Document** due Monday (9 June).
  - Team agreed to:
    - Include **GitHub activity and commits** as indicators of ongoing development.
    - Base the format on Pablo's previous presentation used during "Show and Tell".
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## 3. Individual Updates

- **Pablo:**
  - Working prototype of a **Policy Agent** using Autogen, currently performs basic question-answer tasks.
  - Next steps involve integrating **document search capabilities** using file search or RAG methods.
- **Aditya:**
  - Continued development on the **Carbon Agent** system.
  - Presented a plan to cache carbon intensity data every 15 minutes from a web dashboard to reduce LLM token costs.
  - Identified **Scrapy** as a potential tool for scraping, though noted a steep learning curve.

- **Firose:**
    - Supporting the carbon agent implementation and reviewing scraping methods.
  - **Kamal:**
    - Presented a working setup of Autogen using a flexible “any model” configuration.
    - Demonstrated code where the model can be swapped or configured dynamically.
    - Highlighted modular agent construction and execution.
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#### 4. Technical Discussion Highlights

- Scraping data using LLMs directly is inefficient due to token usage; a better alternative is to **scrape with Python**, store in cache, and allow agents to retrieve from it.
  - Discussions on collaboration:
    - Team agreed to **split tasks clearly** to avoid GitHub conflicts.
    - Encouraged use of **branches** and **sub-issues** on GitHub for component-based development (e.g., scraper, agent, MCP server).
  - **Presentation Preparation:**
    - Pablo will start creating a **slide deck** to showcase:
      - The basic working agent
      - Project architecture
      - Next steps
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#### 5. Immediate Action Items

Task	Responsible	Deadline
Finalize and submit Project Planning Document	Pablo	10 June
Add comments and confirm GitHub commit activity	All	9 June
Continue carbon agent development (scraper + architecture)	Aditya & Firose	Ongoing
Push policy agent prototype to GitHub	Pablo	9 June
Prepare architecture and agent demo slides for Wednesday	Pablo	11 June

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#### Meeting Adjourned

Prepared by:

Pablo Periañez Cabrero

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