

Runtime Architects — Team Meeting Minutes

Date: 21 May 2025

Time: 12:00 – 12:20

Location: Online Call

Attendees:

- Pablo Periañez Cabrero
 - Firose Shafin
 - Aditya Bhargav Akella
 - Nithyakamal Ilamurugu
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1. Team Name Selection

- The team discussed multiple name suggestions, including:
 - Agile Architects
 - Azure Explorers
 - Office Optimizers
 - Microsoft Mavericks
 - Cloud Commandos
 - Intellisense Innovators
 - Final consensus was reached to retain the previous name “**Runtime Architects**”.
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2. Project Preference Rankings


- UCD Projects ranking (finalized by consensus):
 1. **EV Charging**
 2. **Microservices-based US Stocks**
 3. **Distributed and Resilient UI**
 - Microsoft Projects:
 - Team confirmed the revised rankings posted by Pablo.
 - Members agreed that the sustainable city project poses potential API/data challenges.
 - General alignment on the relevance of Microsoft’s “Sustainable Cities” initiative.
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3. Pitch Document for Microsoft Projects

- A pitch document is due by **28 May**.
- Agreed process:

- Each member will prepare bullet points or a short paragraph for **each Microsoft project**.
- Content should highlight individual skills, reasons for interest, and relevant experience.
- This input will be consolidated into the final pitch.

Action:

 Deadline for individual inputs: **22 May (next day)**

4. Communication and Planning

- Pablo reminded the team that all deadlines and meetings are listed on Microsoft Teams (Management channel).
 - Channels include:
 - Calendar with submission and presentation dates.
 - Microsoft Projects tab with task breakdowns and timelines.
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5. Weekly Lectures and Mentor Updates

- At least **two team members must attend weekly mentor meetings**.
 - Aditya volunteered to be a consistent attendee.
 - Team confirmed that:
 - Weekly updates will be informal (not full presentations).
 - Key presentations will occur on **24 June** (interim) and **5 August** (final).
 - **All members** must attend major presentations.
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6. Next Steps and Follow-Up

- Team to submit bullet points for Microsoft projects by 22 May.
 - Next meeting scheduled: **22 May 2025, 12:00** (same time).
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Meeting Adjourned

Prepared by:

Pablo Periañez Cabrero

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