Runtime Architects — Team Meeting Minutes

Date: 4 June 2025

Time: 12:00 PM – 12:40 PM

Location: Online Call

Attendees:

- Pablo Periañez Cabrero
- Firose Shafin
- Aditya Bhargav Akella
- Nithyakamal Ilamurugu
- Saeed Misaghian (Microsoft)
- Neenu Vincent (Microsoft)

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1. Introductions

- Team members introduced their academic and professional backgrounds.
- Microsoft mentors:
    - **Saeed Misaghian**: Data Scientist at Microsoft Ireland, expert in applied ML, generative AI, optimization.
    - **Neenu Vincent**: Full-stack developer with a focus on Azure DevOps and interest in data and AI projects.

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2. Project Vision and User Story

- Saeed clarified the **business use case** behind the EV scheduling agent project:
    - Users aim to either minimize **carbon emissions** or **electricity costs** by choosing optimal times to use home appliances (EV charging, dishwashing, etc.).
    - User queries (e.g., "When should I charge my EV?") are handled by a **multi-agent system** that:
        - Interprets the request
        - Queries relevant data sources (carbon intensity, pricing)
        - Applies optimization and policy guidelines
        - Returns personalized suggestions

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3. Architecture Clarification

- Saeed emphasized flexibility:

    - The architecture shared was a suggestion based on Autogen (Microsoft's framework), **not mandatory**.
    - Teams are free to define their own architecture (number of agents, roles, use of planners or not).
- Multi-agent system frameworks such as **Autogen**, **LangChain**, **Semantic Kernel**, and **OpenAI Agents** were mentioned.
    - **Autogen** is **strongly recommended** due to its seamless integration with Azure.

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4. Key Technical Guidance

- **Agent Communication:**
    - MCP protocol use is optional.
    - Local functions may be used instead of cloud-based services initially.
    - Agent interaction (message passing, function calls) is handled internally by frameworks like Autogen—**no need to implement A2A protocols manually**.
- **MVP Definition (by end of June):**
    - Build a **minimal viable product** with at least **3–4 agents** communicating successfully.
    - Functionality focus: carbon data retrieval, user preference interpretation, and basic optimization.
    - UI is **not a priority**; Microsoft will provide templates if needed.

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5. Agent Development and Evaluation

- Microsoft expects:
    - A working **Autogen-based prototype** with one functioning agent by next week.
    - Evaluation to focus on **prompt consistency**, agent reliability, and LLMOps practices.
    - Tools such as **VSCode AI Toolkit**, **Promptly**, and **AI Foundry** were recommended for testing and prompt evaluation.

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6. Team Commitments and Logistics

- Weekly meetings with Microsoft are confirmed for **Wednesdays at 12:00 PM**.
- Microsoft expects a **brief update** (5 min) at the start of each meeting on team progress.
- Runtime Architects will maintain:
    - **Weekly meeting minutes**
    - **Slide summaries** for feedback and presentation preparation
    - **GitHub repository access** for mentors (Saeed & Neenu)

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7. Action Points

Task	Responsible	Deadline
Set up GitHub access for mentors	Pablo	Immediate
Learn and build simple Autogen prototype	All	Before next Wednesday
Define initial agent architecture (for MVP)	All	Ongoing, review weekly
Share meeting minutes and weekly summary slides	Pablo	Before each Wednesday meeting
Monitor Azure credit usage (up to €800)	All	Continuous

Meeting Adjourned

Prepared by:

Pablo Periañez Cabrero

4 June 2025