

Runtime Architects — Team Meeting Minutes

Date: 30 June 2025

Time: 12:00 PM – 12:28 PM

Location: Online Call

Attendees:

- Pablo Periañez Cabrero
 - Firose Shafin
 - Aditya Bhargav Akella
 - Nithyakamal Ilamurugu
 - Saeed (Microsoft, External)
-

1. Deployment Update and Azure Access

- Pablo confirmed the backend has been deployed to Azure.
- Kamal reported successful deployment of her evaluation agent and confirmed updates to environment variables.
- The team clarified that evaluation tools remain local (VS Code), while the backend runs online via Azure AI Foundry.
- Firose continued facing access issues with VS Code and AI Foundry.

Action:

Pablo to resend Azure access invites.

Firose to retry setup with updated instructions.

2. Evaluation and Prompt Strategy

- Pablo and Kamal discussed prompt evaluation flow and consistency across user roles.
 - Clarified that both system and user prompts are being evaluated, with scores reviewed manually.
 - Decision to continue with manual evaluation for now, avoiding automated pipelines.
-

3. Frontend Integration and Progress Logging

- Backend progress logs using SSE are now visible in the frontend.
 - Integration between backend agents and frontend updates was demonstrated successfully.
 - Kamal raised a note about prompt robustness, particularly with varying roles (e.g., ‘analyst’ vs ‘assistant’).
-

4. Task Planning and Upcoming Milestone

- Monday deliverables are on track:
 - Backend deployment
 - Prompt evaluation underway
 - Frontend integration complete
- The team is preparing for the **“Show and Tell” session on 8 July**.
- UI enhancements were briefly discussed to improve presentation clarity.

Action:

Each member to prepare their part for the 8 July Show and Tell.

Meeting Adjourned

Prepared by:

Pablo Periañez Cabrero

30 June 2025