

Runtime Architects — Team Meeting Minutes

Date: 5 June 2025

Time: 12:00 PM – 12:30 PM

Location: Online Call

Attendees:

- Pablo Periañez Cabrero
 - Aditya Bhargav Akella
 - Nithyakamal Ilamurugu
 - *(Firose Shafin was unavailable at the beginning and unreachable during the meeting)*
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1. Meeting Start and Firose's Absence

- The team attempted to reach Firose via Teams and WhatsApp but received no response.
 - After a 5-minute wait, the team proceeded with the agenda and agreed to **brief Firose later via group chat**.
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2. MVP Progress and Next Steps

- Pablo initiated the discussion on moving forward with the MVP (Minimum Viable Product) as discussed with Microsoft mentors.
 - The team agreed to:
 - **Focus first on a simple Autogen implementation** with minimal agents.
 - **Defer MCP setup** until after the local framework is functional and reviewed.
 - Confirmed goal: **Functional prototype with at least one agent** ready by **next mentor meeting (11 June 2025)**.
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3. Agent Responsibilities

- Discussion continued regarding which agents to implement for the MVP.
 - Initial agents:
 - **Carbon data agent** (scrapes carbon intensity data)
 - **Policy agent** (reads and interpret documentation)
 - Emphasis on making agent prompts **reliable and testable** in preparation for LLMOps practices.
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4. Documentation and GitHub

- Pablo reminded the team to:
 - Maintain **clear and concise documentation** for each agent.
 - Ensure all members have access to and are **actively pushing updates to the shared GitHub repository**.

5. Immediate Next Steps

Task	Responsible	Deadline
Push two working agent to GitHub	All	9 June
Update architecture in the report document	Kamal	6 June
Brief Firose on discussion and assign follow-up	Pablo	5 June (post-meeting)
Begin local Autogen testing (team-wide)	All	6–10 June

6. Additional Notes

- All members agreed on minimizing distractions and focusing this week on **local testing and design validation**.
- Team will compile a list of specific **questions or blockers** for Saeed and Neenu during the next mentor meeting.
- **The next meeting will be on Saturday 7 at 12:00pm** to better discuss the progress.

Meeting Adjourned

Prepared by:

Pablo Periañez Cabrero

5 June 2025