

Runtime Architects — Team Meeting Minutes

Date: 27 June 2025

Time: 12:02 PM – ~12:38 PM

Location: Online Call


Attendees:

- Pablo Periañez Cabrero
 - Firose Shafin
 - Aditya Bhargav Akella
 - Nithyakamal Ilamurugu
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1. Azure AI Foundry Migration

- The team discussed instructions from Saeed to migrate backend processes from OpenAI to Azure AI Foundry.
- There was initial confusion between Azure AI Foundry on the web and the VS Code extension.
- It was clarified that Saeed meant the web-based Azure AI Foundry (for backend deployment), not the evaluation extension.
- A resource group needs to be created on Azure before proceeding with deployment.
- Team members expressed concerns about permissions, costs, and accidental charges.

Action:

 Pablo and team to confirm correct resource group setup and seek further clarification if needed.

2. Project Technical Progress

- Pablo demonstrated a backend update using Server-Sent Events (SSE) to stream progress logs to the frontend.
 - He used mock delays (sleep) to simulate progress updates and plans to replace them with real-time logging.
 - Response logs currently disappear once a response is completed.
 - Team praised the live status functionality.
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3. Prompt Evaluation and Tools

- Nithya and Firose explored prompt evaluation tools in Azure AI Foundry.
- There was difficulty finding evaluation tools inside the Azure dashboard matching online documentation.
- Discussion on whether evaluation should use the AI Toolkit extension or move to Azure AI Foundry.
- Consensus emerged that the AI Toolkit can continue to be used for prompt evaluation.

Action:

- 🔍 Firose to continue refining system prompts and manually test different cases.
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4. Permissions and Subscription Access

- Firose experienced login issues with the VS Code extension (“No subscriptions found”).
 - The team confirmed that logging into Azure via the website worked for most, but VS Code integration remained inconsistent.
 - Suspicions arose that the Azure admin needs to assign proper access or resource roles.
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5. Next Deliverables and Coordination

- Team needs to show tangible progress by Monday's meeting with Saeed.
 - Tasks include:
 - Backend integration into Azure
 - Prompt evaluation improvements
 - Preparing a short presentation highlighting current capabilities
 - Interim "Show and Tell" is scheduled for 8 July (no team workshop on 1 July).
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Meeting Adjourned

Prepared by:

Pablo Periañez Cabrero

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