

Runtime Architects — Team Meeting Minutes

Date: 24 June 2025

Time: 10:30 AM – 11:15 AM

Location: Online Call

Attendees:

- Pablo Periañez Cabrero
 - Aditya Bhargav Akella
 - Nithyakamal Ilamurugu (Kamal)
 - Firose Shafin
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1. Final Interim Demo Review

- **Pablo** walked the team through the full **interim presentation**, covering:
 - Introduction, Architecture Overview, Solution Design
 - Multi-Agent System and Code Execution
 - Evaluation and Prompt Engineering
 - UI Integration
 - Sprint Plan and Next Steps
 - Slides were reviewed and approved by the team, with presenter notes ready.
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2. Demo Video Recording Plan

- Team rehearsed the **demo script**, with each member narrating their respective parts:
 - **Firose**: Data sourcing and scraper logic.
 - **Aditya**: Multi-agent system and group chat explanation.
 - **Kamal**: Docker-based execution and real example (e.g., Tesla carbon intensity plot).
 - **Pablo**: UI walkthrough and frontend-backend integration.
 - Agreement to record the video in one take, with retries allowed for major issues.
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3. UI Integration Finalization

- Pablo:
 - Connected the **frontend UI** to the backend /ask endpoint.
 - Demonstrated a full query flow from the UI to the agent system and output response.
- Kamal and Aditya:
 - Confirmed backend is functional for simple agent queries.

- JSON outputs are formatted and tested with the UI.

4. Contingency and Backup Materials

- In case of backend/API issues during the live demo:
 - **Screenshots** and **terminal outputs** will be prepared.
 - Pablo will add fallback visual content to the final presentation slides.

5. Action Items

Task	Responsible	Deadline
Record and submit demo video	All (led by Pablo)	24 June
Submit final presentation slides	Pablo	24 June
Prepare live script for presentation	All	24 June
Upload fallback screenshots/logs to Teams	Pablo & Kamal	24 June

6. Live Presentation Details

- **Date:** 25 June 2025
- **Time:** 11:50
- Each member must be present and speak for their section.
- Q&A from Microsoft judges expected post-demo.

Meeting Adjourned

Prepared by:

Pablo Periañez Cabrero

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