

Runtime Architects — Team Meeting Minutes

Date: 26 May 2025

Time: 10:00 AM – 10:40 AM

Location: Online Call

Attendees:

- Pablo Periañez Cabrero
 - Firose Shafin
 - Aditya Bhargav Akella
 - Nithyakamal Ilamurugu
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1. Review of Draft Pitch Documents

- Pablo reviewed all three project pitch documents:
 - Commended the overall quality and effort.
 - Suggested consistent formatting across documents, including **text justification**, **group name** (“Runtime Architects”), and alphabetical ordering of team members’ names.
 - Specific feedback:
 - **Grocery Guardian (Firose):**
 - Strong allergy feature focus, but the team discussed whether this should be the core feature or one among others.
 - Additional suggestions: include **price tracking**, **trend analysis**, and potentially **sugar level monitoring**.
 - **Sustainable Cities (Kamal):**
 - Good justification and skills section.
 - Minor formatting adjustments needed (e.g., text alignment in the technical competencies section).
 - Reference to **NASA Hackathon** was positively noted.
 - **AI Operator (Aditya):**
 - Very strong content and flow.
 - Minor self-reported revisions pending to reduce AI-generated content and correct minor inaccuracies.
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2. Formatting Consistency & Tools

- Discussion around **LaTeX vs. Word**:
 - Aditya used LaTeX for fitting more content and offered to share his format.
 - Other members may continue using Word if it fits within the page limit.
 - Agreed that as long as the output is in **PDF**, format differences are acceptable.
- Confirmed:
 - Justify text in all documents.

- Include team name and members in alphabetical order.
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3. Referencing

- Debate over whether to include **sources or hyperlinks** for stats and tech terms.
 - No formal requirement found in past examples.
 - Acceptable to include a reference footnote or ignore hyperlinks entirely.
 - Team decided to follow flexible referencing, with Firose adding a short footnote and others deciding individually.
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4. Skills Alignment

- Team discussed aligning individual skills across all documents without excessive overlap.
 - Aditya confirmed that each member was attributed unique strengths based on coursework and experience.
 - Some exaggeration (e.g., minor liberties with tech stacks) was considered acceptable.
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5. Additional Input and Support

- Kamal mentioned he found a past **public implementation** of the Sustainable Cities project by a Microsoft employee (Saeed Mishae).
 - Resource includes a Medium article, GitHub repo, and a Telegram bot prototype.
 - Kamal will share the link with the team via WhatsApp.
 - Acknowledged that having access to this resource may help speed up implementation if they receive this project.
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6. Timeline and Submission Plan

- **Final deadline:** 28 May 2025 (Wednesday), 5:00 PM
 - **Plan:**
 - Team aims to finalize all documents on **27 May**, ideally during or after class.
 - If needed, additional refinements may be made throughout the day.
 - Firose and others committed to updating their documents later today (26 May).
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7. Action Points

Task	Responsible	Deadline
Apply formatting changes to all pitch documents	All	27 May
Include technical features beyond allergies in Grocery Guardian	Firose	26 May
Final review and revisions	Pablo + All	27 May
Share LaTeX format template	Aditya	26 May
Share Sustainable Cities GitHub link	Kamal	26 May

Meeting Adjourned

Prepared by:

Pablo Periañez Cabrero

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