

## Meeting Minutes

Date: April 18, 2024

Time: 10:00 AM - 11:30 AM

Location: Conference Room A

### Attendees:

Nikhil Kodilkar (Sponsor, Steering Chairperson)

Shura Maximenko (Steering Team)

Alexander Oleshko (Steering Team)

Diego Castanares (Project Manager)

[List any other attendees]

### Agenda:

Project Progress Update

Budget Review

Stakeholder Engagement

Risks and Mitigation Strategies

Next Steps

#### 1. Project Progress Update:

Diego Castanares provided an overview of the project's progress. The team has made significant strides in developing and deploying the NLP model for automating Functional Point Analysis (FPA) and Configuration Point Analysis (CPA) estimation. Key achievements include:

Development and deployment of the NLP model within the scheduled timeline.

Preprocessing and formatting of historical datasets for input into the NLP model.

Training and validation of the NLP model, achieving an accuracy threshold of 85%.

Establishment of a framework for continuous fine-tuning of the NLP model to ensure long-term accuracy and relevance.

#### 2. Budget Review:

Diego presented the current budget status, highlighting expenses incurred for team resources:

Senior Backend Developer: \$X

Junior Frontend Developer: \$Y

Mid-Level Full Stack Developer: \$Z

Senior Data Scientist: \$W

Junior UI/UX Designer: \$V

Total expenses to date: \$Total

The team discussed the allocation of remaining funds and agreed to prioritize any unforeseen expenses that may arise during the project's implementation phase.

### 3. Stakeholder Engagement:

The team reviewed the engagement of key stakeholders, including Pre-Sales and PMO. It was noted that regular communication channels have been established to provide updates on project progress and address any concerns or feedback from stakeholders.

### 4. Risks and Mitigation Strategies:

Diego outlined potential risks identified during the project, including:

Data quality issues impacting the accuracy of the NLP model.

Technical challenges in fine-tuning the model for long-term relevance.

The team discussed mitigation strategies, such as implementing robust data validation processes and allocating resources for ongoing technical support and maintenance.

### 5. Next Steps:

Continue fine-tuning the NLP model based on feedback and new datasets.

Monitor project progress against key milestones and deliverables.

Schedule regular check-ins with stakeholders to ensure alignment and address any emerging issues.

Review budget allocation for potential adjustments based on project needs.

#### Action Items:

Diego to provide a detailed breakdown of budget allocation for review.

Team members to document any issues or concerns raised by stakeholders for follow-up.

Steering Team to convene for a mid-project review to assess progress and make any necessary adjustments to the project plan.

Next Meeting: May 2, 2024, 10:00 AM - 11:30 AM, Conference Room A