

Minutes of Meeting (MoM)

Project Title: International Student Scoring System

Team Number: 25

Client / Sponsor: Trevor Kingsley, International Programs at WSU

Mentor(s): Parteek Kumar

Date: 10/03/2025

Time: 10:10 am- 10:25 am

Location / Platform (Zoom/Office/etc.): Zoom

Participants (Team & Client): Khushi Panchal, Steven Bennet, Trevor Kingsley [client]

Meeting Number / Version: Meeting #2

1. Agenda

- Item 1: Discuss redacted document handling and potential impact on model accuracy.
- Item 2: Clarify data types, formats, and automation processes for testing.
- Item 3: Review essay scoring rubric and data output structure.
- Item 4: Discuss fraud detection and document verification capabilities.

2. Key Discussion Points

- The client raised a question about whether providing redacted documents would interfere with the model's performance or limit its accuracy.
- The team discussed testing different data types like black box, redacted, and blurred information to observe how each affects the model's ability to process input data.
- Trevor confirmed that the model should be capable of handling a mix of document types, including transcripts, financial statements, and essays.
- The client mentioned that a rubric for essay evaluation will be sent to the team to identify specific assessment criteria.
- Trevor also noted that he will send a dataset of automated (anonymized) data that can be used to generate test scores for early model testing.
- For essay analysis, he explained that submissions are typically received as text fields or uploaded documents, meaning the AI system can either analyze direct text inputs or extract information from uploaded files.
- The discussion also covered document fraud detection, where Trevor asked if the model could recognize unusual patterns or signs of falsification.
- Examples included missing or altered official stamps, inconsistent document formats, or visible modifications.

- The team agreed to explore the possibility of integrating pattern recognition and anomaly detection for document verification.
- The client suggested tentatively scheduling the next meeting for October 24th or early November to review progress and dataset results.
- The team also confirmed that automated data outputs could be presented as a spreadsheet, providing a clear summary of generated test scores and attributes.

3. Decisions Made

- The team will test model performance with both redacted and unredacted data to compare accuracy and reliability.
- The model will be designed to accept multiple document formats, including text fields and file uploads.
- The client will provide an essay scoring rubric and sample automated dataset for initial testing.
- The team will explore the integration of fraud detection features that flag potentially manipulated or suspicious documents.
- The next meeting will likely occur on October 24th or early November, depending on data readiness.

4. Action Items / Responsibilities

- Task: Evaluate the effect of redacted data on model accuracy | Assigned To: Steven | Deadline: 10/20/2025 | Priority: High
- Task: Review the provided essay scoring rubric and integrate relevant criteria | Assigned To: Khushi Panchal | Deadline: Upon receipt | Priority: Medium
- Task: Conduct preliminary analysis on the automated dataset and output spreadsheet of test scores | Assigned To: Khushi | Deadline: 10/24/2025 | Priority: High
- Task: Research potential techniques for identifying fraudulent or manipulated documents | Assigned To: Team | Deadline: 11/01/2025 | Priority: Medium

5. Client Feedback / Clarifications

- The client emphasized testing the model with varied data quality to assess its adaptability.
- He also encouraged exploring document authenticity checks as a long-term enhancement for the system.
- Trevor confirmed that he will share the essay rubric and automated dataset before the next meeting.

6. Linkage to Deliverables (optional)

- Relevant Requirement Document Section(s): Essay Evaluation, and Fraud Detection.

- Impact on Sprint / Milestone: Establishes data testing requirements for Sprint 2 and defines new system capabilities.
- Presentation / Report Updates Needed: Include experimental design for redacted vs. unredacted document performance.

7. Next Steps & Follow-Up

- Deliverables before next meeting: Early testing report on data quality effects and draft document verification concept.
- Next meeting scheduled on: October 24th or Early November (to be confirmed).
- Agreed communication channel: Teams and Email

Prepared By: Steven Bennet

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