**Instructions:**

Each team must submit a weekly project status form detailing progress, milestones achieved, challenges encountered, and planned next steps. Make sure to include a summary of meetings with the client, summarizing discussions, outcomes, anticipated challenges, and future actions. Also, a detailed project status section captures the accomplishments for the week for technical deliverables and tasks completed. Additionally, please provide any feedback or support that the team may need as the project advances.

**Overall Progress:**

Provide the overall status of the project, details of discussions, next steps, any challenges and confirm if team members are meeting and contributing.

We successfully created a GitHub repository where all our documentation and project charter has been uploaded. We are also maintaining a collaborative workspace on Microsoft Teams to ensure all documentation and updates are accessible to the entire team. Additionally, we are using GitHub issues and Microsoft Teams Planner to track task completion and milestones. The team has been actively contributing and meeting regularly to ensure that all deliverables are on track.

**Meeting Summary:**

Include the meeting's date and time, summarize key points or outcomes, highlight anticipated challenges, outline the project's next steps, and confirm the attendance of all group members (participants).

**Date & Time:**  
**Week 1:** September 18, 2024, 1:00 PM  
**Week 2:** September 25, 2024, 1:00 PM  
**Regular Updates:** Daily, ongoing team discussions and task updates were shared on WhatsApp.

**Key Points/Outcomes (Week 1):**

* + Sent an email to Kanti to request updates on AWS access approvals to begin official work.
  + Discussed the importance of securing AWS services (Lex, Bedrock, and Lambda) access for the project, as it is crucial for setting up the technical infrastructure.
  + Identified that the delay in accessing AWS services might affect the next sprint timeline.
  + Agreed to start preliminary work using synthetic data until official access is granted.

**Key Points/Outcomes (Week 2):**

* + Still awaiting the NDA (Non-Disclosure Agreement) to officially start working with Fresenius Medical Care’s data.
  + Discussed using personal email accounts to look into AWS services in the interim, using synthetic data to simulate the work we will perform once access is granted.

**Anticipated Challenges:**

* + Delays in receiving AWS access and finalizing the NDA are holding back official work.
  + Working with personal emails and synthetic data introduces potential limitations in accessing all the services within AWS.

**Next Steps:**

* + Follow up with Kanti on the status of AWS access and the NDA by the end of the week or next week
  + Continue refining Lex intents and knowledge base interactions using synthetic data until official access is granted.

**Attendance (for both meetings):**  
Bharath Sreekumar,

Dhanushree Neelapu,

Palak Tandel,

Ritesh Pachgade,

Shaunak Dhande,

Vineet Chheda

**Regular Team Updates:**  
The team continues to engage through daily updates on WhatsApp, We are yet to start working on actual data and work on it.

**Detailed Project Status:**

Include the details of the work accomplished in terms of the technical/project deliverables (GitHub commits) and process (Sprints/Tasks in Microsoft Teams/Planner). Note, the tasks should correspond with each of the roles of your team (Team Charter).

Release Planning: Detail current release with a summary of significant commits in GitHub since last progress report.

The team has successfully uploaded the team and project charters to the GitHub repository. No external meetings were held with Kanti due to the ongoing pause in the NDA agreement. Instead, internal team meetings were conducted to discuss the delays and evaluate the necessary actions moving forward.

Sprint Planning: Detail current sprint with a summary of task progress (new tasks, completed tasks in Microsoft Teams) since last progress report.

In the current sprint, the team is progressing by utilizing personal AWS accounts and synthetic data due to the delays in obtaining official AWS access. Several tasks have been initiated, including setting up AWS services like Lex and Bedrock. However, the team is encountering access issues, which have slowed down progress.

**Feedback/Support:**

Please list any questions or concerns for the professor or TA, and specify any resources or guidance needed for the project.

None