MINUTES OF MEETING (MoM)

Project: Cognitive Graph Portfolio Optimizer (CGPO)

Date: 20/12/2025

Time: 10:00 AM – 11:30 AM

Location: Department Meeting Room / Offline

Meeting Type: Project Kick-off & Schedule Finalization

1. ATTENDEES

Name	Role	Group No.	Presence
Vrushabh Jain	Project Lead / Developer	01	Present
Aditya Agarwal	Project Mentor	N/A	Present

2. AGENDA

1. **Project Theme Finalization:** Approval of "Cognitive Graph Portfolio Optimizer".
2. **Group Structure:** Confirmation of solo grouping.
3. **Timeline & Schedule:** Finalizing dates for Online and Offline sessions.
4. **Logbook & Documentation:** Establishing the format for Minutes of Meeting and Logbooks.

3. DISCUSSION LOG

- **Topic Approval:** The topic "Cognitive Graph Portfolio Optimizer (CGPO)" was discussed. The scope includes using multimodal data (earnings call audio/text) and Reinforcement Learning for portfolio rebalancing. The mentor approved the technical complexity and relevance to the "AI Financial Dashboard" theme.
- **Group Formation:** Confirmed Group 01 as a solo project assigned to Vrushabh Jain.
- **Scheduling:**
  - The complete roadmap for the semester was reviewed.
  - Strict adherence to submission dates is required.
  - **Online Sessions:** Scheduled for late December (Data Gathering).
  - **Offline Sessions:** Scheduled weekly starting Jan 3rd for UI, Coding, and Testing phases.
- **Documentation Standards:**
  - Logbook target set to approximately **63 pages** by project closure.
  - A standardized "Minutes of Meeting" format is to be created and printed (15 copies) for future sync-ups.

○ Gantt Chart creation is required immediately to visualize the timeline.

4. DECISIONS MADE

- **Project Title:** Cognitive Graph Portfolio Optimizer (CGPO).
- **Sync-up Strategy:** Weekly offline meets for code review; ad-hoc online meets for data review.
- **Submission Deadlines:** The proposed schedule (attached in Mentor Sync Doc) is frozen and non-negotiable.

5. ACTION ITEMS

Action Item	Description	Assigned To	Deadline
Gantt Chart	Create a detailed Gantt chart mapping the phases (UI, Coding, Testing).	Vrushabh Jain	21/12/25
MoM Formatting	Finalize MoM template and print **15 copies** for the logbook.	Vrushabh Jain	Next Meet
Logbook Setup	Initialize the 63-page logbook structure and record the first entry.	Vrushabh Jain	Tonight
Survey App	Begin development of survey_app.py for data validation.	Vrushabh Jain	28/12/25

Next Meeting Scheduled: 28/12/2025 (Online - Data Gathering)

Sign-off: _____

Vrushabh Jain (Student)

Sign-off: _____

Aditya Agarwal (Project Mentor)