**Questions about project:**

1. What is the current process being used by Ingenia? Is it same as was in last report?
2. If there’s changes made to process, what are the current challenges?
3. Are all the documents tested against the same single checklist provided?
4. Need to understand the checklist and the textual components of the drawings.
5. Need understanding of stakeholders and their requirements.
6. Are we supposed to complete checklist or provide data points from diagrams in a key:value form so that stakeholders can use that data to complete their checklists?
7. The checklist has multiple levels of items (Self check, Checker/Eng, Project Lead). How are we expected to perform automated checks for different levels? At one go/by levels in different code?
8. What are the final deliverables expected from the team?
9. Do we extract data from document/drawing in the same way as previous team (using PaddleOCR) and build from there?

**Questions about updates, reports, and presentations:**

1. What format do we use to share project updates with the mentor and industry supervisor?
2. How often do we share updates with industry supervisor? Is it based on milestones or time period (every fortnightly meeting)?

**Identified tasks for weeks 2 and 3:**

1. Identify the project background, scope, and risks.
2. Establish communication strategies.
3. Research any current technology existing for quality check of engineering documents and identify the best suitable ones with justification.
4. Research challenges of applying AI for quality checks of engineering documents
5. Research on the costs/budget.
6. Prepare an implementation plan (after the research in point 3).
7. Establish team members roles and responsibilities, and project schedule.
8. Identify deliverables and their evaluation criteria.
9. Identify the different stakeholders involved.

**Identified tasks for weeks 4-6:**

1. Extract data from documents and checklists.
2. Clean the extracted data.
3. Exploratory analysis to test the quality of extracted data.