Meeting Agenda & Meeting Minutes

# Meeting 1

## Meeting Agenda

***Date:*** 7 Mar 2025

***Time:*** 11:00 - 13:00

***Location:*** General Purpose Building 3, Room G.06 Submarine Laboratory

***Invited:***Dr. Owen Carter (Client)

**Agenda Items:**

1. **Introduction & Project Overview**
   * Client introduces the project details
2. **Understanding Client Requirements**
   * Discussing the current workflow
   * Identifying existing tools used
   * Exploring the possibility of machine learning integration
   * Understanding classification requirements and challenges
3. **Next Steps & Follow-up Actions**
   * Summary of key takeaways
   * Identifying further information needed from the client
   * Scheduling follow-up tasks and responsibilities

## Meeting Minutes

***Meeting Chair***

Dr. Owen Carter

***Attendees***

Dr. Owen Carter, Aadil Ali Vagh, Amit Dinesh Bhudiya, Icy Chen, Prisca Wang, Xudong Chen, Yifan Gao

***Minute Taker***

Yifan Gao

**Discussion & Decisions**

1. **Project Background & Introduction**

* Dr. Owen Carter provided an overview of the project, highlighting its objectives and significance.
* A video presentation was shown to illustrate the practical use of the system.
* The team gained an initial understanding of the project’s scope and expected deliverables.

1. **Understanding Client’s Current Process**

* The team asked, *"Can you walk us through your current process?"*

Dr. Carter explained the existing workflow and how data is currently managed.

1. **Exploring System & Technology Requirements**

* The team inquired about machine learning/LLM-based models and whether the client is open to adopting an AI-driven system that improves over time.

Dr. Carter expressed interest but mentioned that feasibility depends on accuracy, and interpretability. Also due to security reasons, the system should be running offline.

1. **Classification & Categorization Challenges**

* The team asked, *“Can you provide a detailed description of each communication category?”*

Dr. Carter briefly described the classification system but indicated that more detailed documentation would be provided later.

* The team also asked, *“Are there any common cases where classification is difficult?”*

The client acknowledged that ambiguous cases exist, especially when dealing with mixed-content messages. Further clarification will be shared later.

1. **Next Steps & Follow-up Actions**

* **Client to provide:**
  + A more detailed document describing communication categories.
  + Any related additional resources related to this project.
* **Team to do:**
  + Research potential **ML-based classification models** that align with client requirements.
  + Research resources provided by the client
* **Next meeting scheduled with Dr. Carter:** Week 4 (TBD)

# Meeting 2

## Meeting Agenda

***Date:*** 11 Mar 2025

***Time:*** 10:00 - 12:00

***Location:*** Ezone North 202B Meeting Pod

***Invited:***Mr. Pavneet Singh Bedi (Facilitator)

**Agenda Items:**

**1. Introductions**

* Team members introduce themselves
* Facilitator introduces himself and his role in this project

**2. Project Overview**

* Team presents project objectives and current progress
* Discussion of key challenges and uncertainties

**3. Identifying Support Needs**

* Team outlines areas where facilitator’s guidance is needed
* Discussion on technical, organizational, and strategic concerns

**4.** **Risk Analysis & Mitigation Strategies**

* Identifying potential project risks
* Brainstorming strategies to manage and mitigate risks

**5. Next Steps & Follow-up Actions**

* Summary of key takeaways
* Assigning action items and planning for the next steps

## Meeting Minutes

***Meeting Chair***

Mr. Pavneet Singh Bedi

***Attendees***

Mr. Pavneet Singh Bedi, Aadil Ali Vagh, Amit Dinesh Bhudiya, Icy Chen, Prisca Wang, Xudong Chen, Yifan Gao

***Minute Taker***

Yifan Gao

**Discussion & Decisions**

**1. Introductions**

* Each team member provided a brief self-introduction.
* Mr. Pavneet Singh Bedi introduced himself and his role as the facilitator, explaining how he can assist in guiding the team through project challenges.

**2. Project Overview**

* The team presented the project’s objectives and current progress based on the initial meeting with the client.
* Key focus areas included understanding the client’s needs, the use of existing tools, and potential integration of new technologies.
* The facilitator asked the team what specific areas they required support in.

**3. Risk Analysis & Challenges**

* The facilitator asked the team to identify potential risks and challenges in the project.
* The team highlighted the lack of clear benchmarks from the client, which could make it difficult to measure MVP.
* Mr. Bedi pointed out that ensuring the app can function offline would be a major technical challenge.
* He advised the team to go beyond the client’s minimum requirements and consider raising the project standards.
* The facilitator emphasized the importance of designing the system in a way that allows future teams to take over seamlessly.

**4. Next Steps & Follow-up Actions**

* **Team to do:**
  + Work on defining internal benchmarks for system performance and classification accuracy.
  + Investigate strategies for offline functionality and determine feasibility.
  + Consider how to structure the project for long-term maintainability.
* **Next meeting to be scheduled based on project progress.**

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# Meeting 3

## Meeting Agenda

***Date:*** 12 Mar 2025

***Time:*** 13:00 - 14:00

***Location:*** Teams (Online)

**Agenda Items:**

1. **Nomination of Group Leader**

Selecting a team member to lead and coordinate the team.

1. **Workflow Definition and Role Allocation**
   * Sharing individual research findings.
   * Establishing key workflows for the project.
   * Assigning specific roles and responsibilities to team members.

## Meeting Minutes

***Meeting Chair***

Aadil Ali Vagh

***Attendees***

Aadil Ali Vagh, Amit Dinesh Bhudiya, Icy Chen, Prisca Wang, Xudong Chen, Yifan Gao

***Minute Taker***

Yifan Gao

**Discussion & Decisions**

1. **Nomination of Group Communicator**
   * The team nominated Aadil Ali Vagh as the team leader.
2. **Progress Sharing and Role Allocation**
   * Progress sharing: Team members presented their recent progress on the project
   * **Role Assignments**
3. **Next Steps & Follow-up Actions**
   * Team members to begin working on their assigned roles.
   * Next meeting to be scheduled early next week with the client.

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# Meeting 4

## Meeting Agenda

***Date:*** 20 Mar 2025

***Time:*** 11:40 - 13:00

***Location:*** General Purpose Building 3, Room G.06 Submarine Laboratory

***Invited:***Dr. Owen Carter (Client)

**Agenda Items:**

* Clarification on the updated project scope
* Confirmation of MVP features and exclusions

## Meeting Minutes

***Meeting Chair***

Dr. Owen Carter

***Attendees***

Dr. Owen Carter, Aadil Ali Vagh, Amit Dinesh Bhudiya, Icy Chen, Prisca Wang, Xudong Chen, Yifan Gao

***Minute Taker***

Yifan Gao

**Discussion & Decisions**

1. **Data Availability**  
   The client confirmed that no additional data will be provided for the project moving forward. All development will proceed using the existing dataset.
2. **Project Scope Update**  
   The project scope has been revised. The focus is now solely on implementing a **deterministic algorithm** for encoding purposes. Any machine learning or probabilistic approaches are no longer required.
3. **Generalization of Application**  
   The application no longer needs to be specialized for submarine communications data. Instead, it should be designed to handle **general-purpose data**, with updates governed by a **client-specified dictionary**.
4. **Minimum Viable Product (MVP) Definition**  
   The MVP will **exclude** any **transcription service** functionality. Only core encoding/decoding features based on the dictionary will be included in the initial deliverable.
5. **Next Steps & Follow-up Actions**
   1. Team members send an MVP presentation to the client and wait for approval
   2. Work together on D1

# Meeting 5

## Meeting Agenda

***Date:*** 26 Mar 2025

***Time:*** 13:00 - 14:30

***Location:*** Teams (Online)

**Agenda Items:**

* Discussion of opinions and required revisions for D1 document

## Meeting Minutes

***Meeting Chair***

Amit Dinesh Bhudiya

***Attendees***

Aadil Ali Vagh, Amit Dinesh Bhudiya, Icy Chen, Prisca Wang, Xudong Chen, Yifan Gao

***Minute Taker***

Yifan Gao

**Discussion & Decisions**

**1. D1 Document Feedback and Revisions**

The team gave opinions on the draft D1 document. Missing sections and vague explanations were identified. Team members agreed to revise and expand sections.

1. Aadil: Individual risk assessment outcomes, Gantt Chart, simplify risk section
2. Amit: Update Project planning and management section
3. Yifan: Create a PDF of client communication records, update MVP part, apply formats to any new added contents

**2. Next Steps & Follow-up Actions**

Submit D1 before the Deadline!