AMOS-Project 3 – QAchat

Planning Documents

Project Name	...
Online team meeting	https://fau.zoom.us/j/68283073150
Production system (if any)	...
Test system (if any)	...
GitHub repository	amosproj/amos2023ss03-qachat (github.com)
GitHub feature board	amos2023ss03-feature-board (github.com)
GitHub impediments backlog	amos2023ss03-impediments-backlog (github.com)
Team T-shirt (white)	...
Team T-shirt (black)	woman design: https://www.shirtinator.de/t-shirts/gestalten/t-shirt-bedrucken#/load/share/931c832c-67cc-46ca-bca7-e49019a052f2
	man design: https://www.shirtinator.de/t-shirts/gestalten/t-shirt-bedrucken#/load/share/d45e26d4-77f0-42cf-a412-f67b2071facf
Additional materials	...
Course information	https://amos.uni1.de
Happiness index tool	https://happy-amos.appspot.com/
Planning Poker	https://planningpokeronline.com/

Last Name	First Name	GitHub User Name	Email Address
Alkadour	Abdelkader	Kadi-7	a.alkadour@campus.tu-berlin.de, basickadour@gmail.com
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Erben	Emanuel	emuguy1	emanuel.erben@fau.de, emanuel.erben@gmail.com
Konheiser	Tobias	tkonheiser	tobias.konheiser@fau.de
Stojkovic	Vukica	vukica1	vukica.stojkovic@yahoo.de / vukica.stojkovic@campus.tu-berlin.de
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Palarus	Jesse	jtshark	j.palarus@campus.tu-berlin.de, jtsharkjtshark@gmail.com
Pucic	Amela	amela16	a.pucic@campus.tu-berlin.de, amela1999@hotmail.de

#	Meeting Day	Product Owner	Software Developer	Release Manager	Scrum Master	Comment
1	2023-04-19	Tobias Konheiser, Sara El Brak	Everyone else	Emanuel Erben	Vukica Stojkovic	
2	2023-04-26	Sara El Brak, Tobias Konheiser	Everyone else	Emanuel Erben	Vukica Stojkovic	
3	2023-05-03	Tobias Konheiser, Sara El Brak	Everyone else	Emanuel Erben	Vukica Stojkovic	
4	2023-05-10	Sara El Brak, Tobias Konheiser	Everyone else	Emanuel Erben	Vukica Stojkovic	
5	2023-05-17	Tobias Konheiser, Sara El Brak	Everyone else	Emanuel Erben	Vukica Stojkovic	
6	2023-05-24	Sara El Brak, Tobias Konheiser	Everyone else	Emanuel Erben	Vukica Stojkovic	
7	2023-05-31	Tobias Konheiser, Sara El Brak	Everyone else	Emanuel Erben	Vukica Stojkovic	Mid-term due
8	2023-06-07	Sara El Brak, Tobias Konheiser	Everyone else	Emanuel Erben	Vukica Stojkovic	
9	2023-06-14	Tobias Konheiser, Sara El Brak	Everyone else	Emanuel Erben	Vukica Stojkovic	
10	2023-06-21	Sara El Brak, Tobias Konheiser	Everyone else	Emanuel Erben	Vukica Stojkovic	
11	2023-06-28	Tobias Konheiser, Sara El Brak	Everyone else	Emanuel Erben	Vukica Stojkovic	
12	2023-07-05	Sara El Brak, Tobias Konheiser	Everyone else	Emanuel Erben	Vukica Stojkovic	
13	2023-07-12	Tobias Konheiser, Sara El Brak	Everyone else	Emanuel Erben	Vukica Stojkovic	
14	2023-07-19	Sara El Brak, Tobias Konheiser	Everyone else	Emanuel Erben	Vukica Stojkovic	Demo day!
15	2023-07-26	Tobias Konheiser, Sara El Brak	Everyone else	Emanuel Erben	Vukica Stojkovic	Retrospective

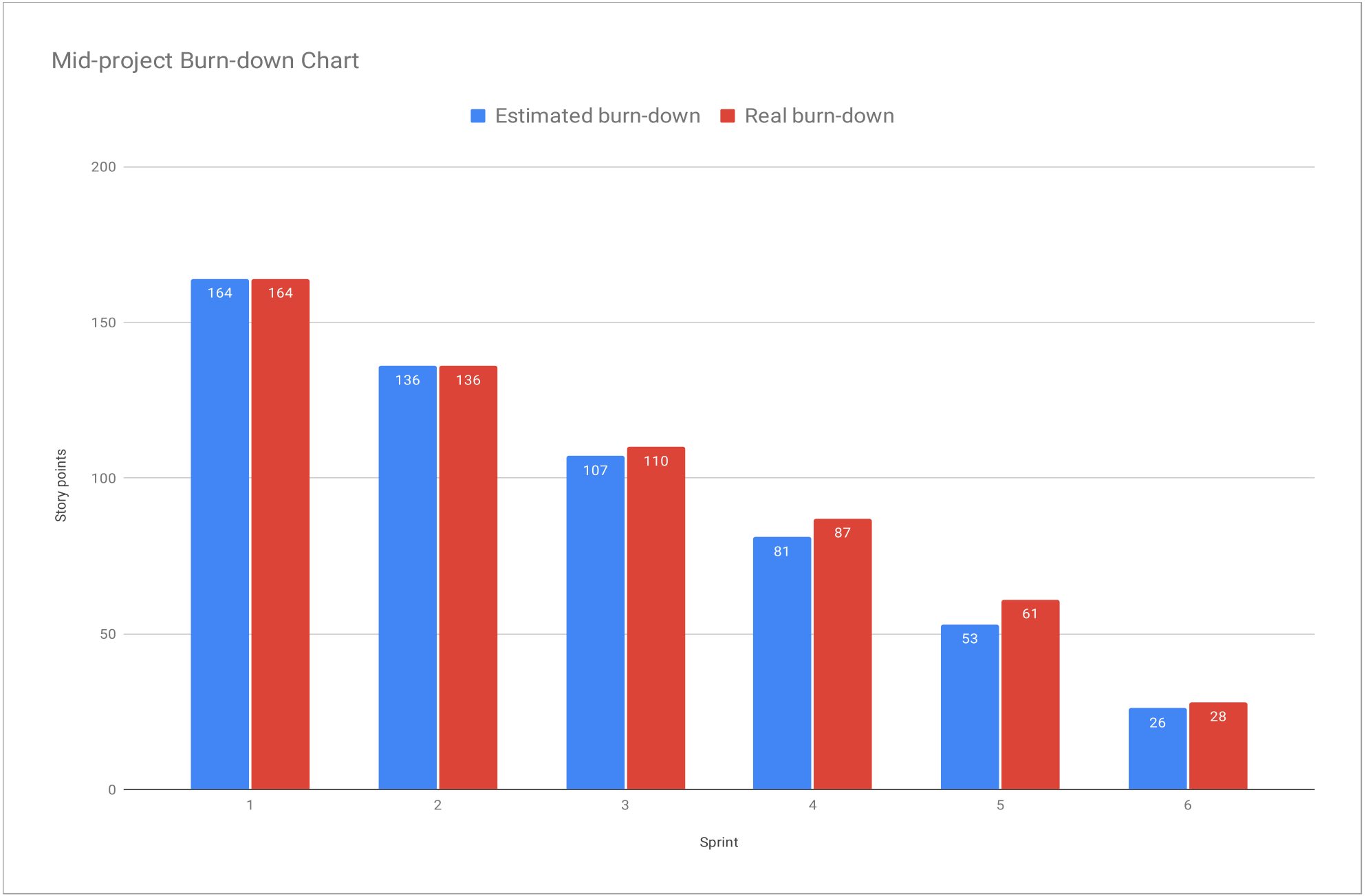
Goals	Develop a good quality and working Chatbot based on defined requirements
	Achieve the technical target in good atmosphere and clear communication
Meeting norms	Meeting topics are inserted in the agenda before the meeting starts
	Everybody aims to be on time, but being late is communicated beforehand and handled in an agile way
	Meeting topics need to be sharp and precise
	Meeting time must no be exceeded more than 30 min, otherwise schedule a new meeting
Working norms	We value quality over quantity
	Everyone contributes regularly and communicates openly
Coordination norms	Everyone sticks to their roles and in case of problems communicates
Communication norms	We check our communication channels at least once a day
	Important messages are send in our WhatsApp group
Consideration norms	We discuss disagreement openly
	We vote for a final resolution
	We help in case someone needs it
Cont. improvement norms	Happiness index and stand up emails are reviewed in team meeting
	If problmes are recognized escalate them to the team
Rewards	Online team event
	Everyone celebrates via a reaction in the zoom chat after each sprint
Sanctions	Assign unwanted jobs to person (rework a file, ...)
Signatures	Tobias Konheiser
	Hafidz Arifin
	Amela Pucic
	Emanuel Erben
	Sara El Brak
	Jesse Palarus
	Felix Nützel
	Abdelkader Alkadour
	Vukica Stojkovic

Product Vision	Project Mission
QAchat envisions an environment in which access to knowledge is just a message away. We aim to leverage the rapid advancement in language model technologies to create a seamless interface that enables employees to get their questions answered accurately, quickly, efficiently, and with ease - by a general language model that is trained on specific knowledge. Our goal is to provide a simple and convenient point of contact, with an easy-to-use interface that is integrated into widely used communication tools, and to make knowledge accessible to everyone - irrespective of their geographical location, language or technical ability.	QAchat evaluates newly developed LLMs to create a chatbot that provides users with accurate, reliable and context-specific answers to their questions - with a focus on accessibility and ease of use. The best suited network is trained on provided data that is collected from existing communication and documentation sources. The model is made available to users through a Slackbot integration, where questions can be asked and answers are provided.

Term	Definition
Administrator (Admin)	An Administrator is a person who has access to all parts of the project.
Application Programming Interface (API)	An API is a defined interface that applications can use to exchange data and information.
Artificial Intelligence (AI)	Artificial Intelligence is a field of research that aims to make computers think and act like humans.
Chatbot	A chatbot is an application that can communicate with a user through short text messages and answer questions using artificial intelligence.
Company-Internal Information	Company-Internal Information is information about the company and its projects and processes that is publicly available or stored in Confluence, Slack, and Google Drive.
Confluence	Confluence is a software used to document various types of data.
Google Drive	Google Drive is a cloud storage solution provided by Google.
Large Language Model (LLM)	A Large Language Model is an AI model specialized for text and sentence generation.
LLaMA	LLaMA is an open source LLM that has been developed by Meta and Stanford.
Slack	Slack is a software that is used for text messaging between groups or individuals.
Slackbot	A Slackbot is a chatbot that is integrated into Slack.
User	A user is a person who interacts with the system by chatting with the Slackbot.
Weaviate	open-source, cloud-native, and decentralized vector search engine that enables intelligent search and discovery of structured and unstructured data using machine learning.
Embedding	refers to the process of representing data (context), such as words or objects, as numerical vectors in a high-dimensional space for use in machine learning algorithms.
DeepL	advanced neural machine translation system that provides highly accurate and fluent translations in multiple languages.
IP Meeting	Industry Partner Meeting (our client)
WizardLM 13b	language model with increased context length, utilizing SuperHOT GGMLs and RoPE, designed for generating human-like text and achieving high accuracy in language tasks.

Sprint	Theme	Goal	Feature Name	Est. Size	Est. Remaining	Real Size	Real Remaining
Release							
	Total			164	164		
Sprints							
1	**Large Language Model methods**			28	164	28	164
2	**Software architecture**			29	136	26	136
3	**Large Language Model prototypes**			26	107	23	110
4	**Code frameworks**			28	81	26	87
5	**Setup & Documentation**			27	53	33	61
6	**Data Integration & Documentation Enhancement**			26	26	28	28
Features							
1	**Large Language Model methods**						
		Identify the existing capabilities of LLM methods and their underlying algorithms					
			Research Slack bot requirement	5		5	
			Research LLM models	5		5	
			Research LLM method 1 (search API) properties	5		5	
			Research LLM method 2 (semantic search) properties	5		5	
			Research LLM method 3 (fine tuning) properties	5		5	
			Team logo design	3		3	
2	**Software architecture**						
		Determine the software architecture and the used components					
			Define diagram of runtime components	5		5	
			Define diagram of code components	8		8	
			A summary of the underlying technology stack	5		3	
			Textual explanation of the diagrams and choices	5		5	
			Initialize code repository	3		3	
			Initialize the software bill of materials	3		2	
3	**Large Language Model prototypes**						
		Further evaluate the functionality of each LLM method					
			Research semantic search vector storage	5		3	
			Research Slack web server hosting	5		3	
			Implement Alpaca/LLaMA LLM prototype	3		5	
			Implement BERT LLM prototype	5		3	
			Implement T5 LLM prototype	3		3	
			Create the LLM-server code framework	3		5	
			Create coding guidelines	2		1	
4	**Code frameworks**						
		Provide a structured foundation for building the chatbot					
			Research LLM server hosting	5		5	
			Determine the communication protocols used	3		3	
			Create Slack bot code framework	5		3	
			Create the semantic search code framework	3		3	
			Create the data processing code framework	3		5	
			Update product vision and product mission	3		2	
			Test Slack	3		2	
			Test DeepL API	3		3	
5	**Setup & Documentation**						

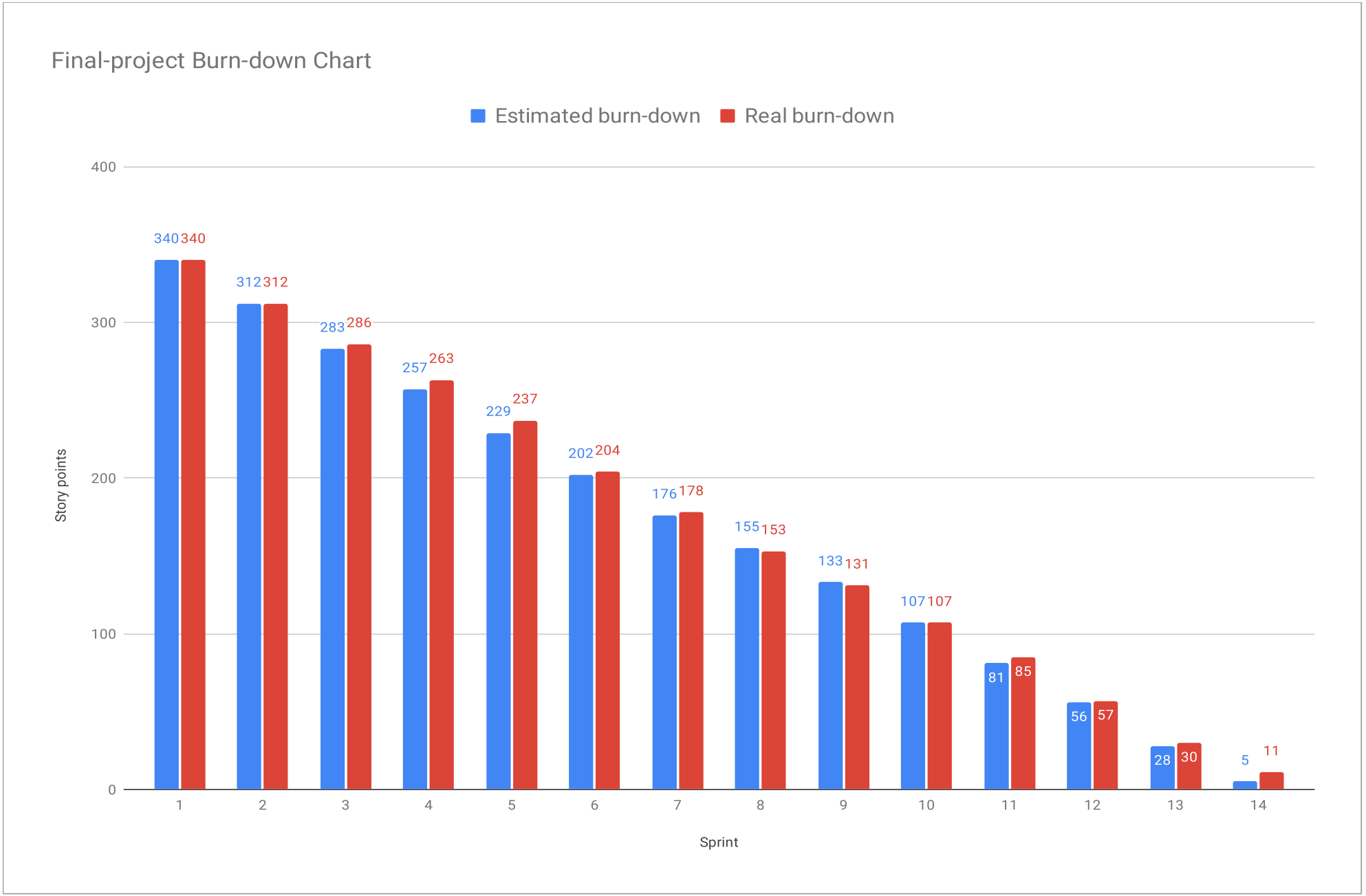
Sprint	Theme	Goal	Feature Name	Est. Size	Est. Remaining	Real Size	Real Remaining
		Prepare the necessary setups and extend the documentation					
			Create a build process video	5		8	
			Create a secure and private file exchange channel	3		3	
			Create testing setup	5		8	
			Set up vector database	2		2	
			Set up LLM for embedding generation	2		2	
			Move existing documentation to GitHub Wiki	5		5	
			Document Slackbot setup process	2		2	
			Set up LLM for chat message generation	3		3	
6	**Data Integration & Documentation Enhancement**						
		Enhance data integration capabilities and improve project documentation					
			Setup LLM in the Google could	8		8	
			Implement a blacklist for Confluence pages and other data sources	3		3	
			Read data from Confluence into vector database	5		5	
			Read data from PDF into vector database	3		5	
			Initialize user, (technical) design, and build/deploy documentation	5		5	
			Clean-up mid-project release plan & create final project release plan	2		2	


Mid-project Burn-down Chart
Estimated burn-down
Real burn-down
200
150
100
50
0
Story points
164
164
136
136
107
110
81
87
53
61
26
28
1
2
3
4
5
6
Sprint

Sprint	Theme	Goal	Feature Name	Est. Size	Est. Remaining	Real Size	Real Remaining
Release							
	Total			340	340	334	
Sprints							
1	**Large Language Model methods**			28	340	28	340
2	**Software architecture**			29	312	26	312
3	**Large Language Model prototypes**			26	283	23	286
4	**Code frameworks**			28	257	26	263
5	**Setup & Documentation**			27	229	33	237
6	**Data Integration & Documentation Enhancement**			26	202	26	204
7	**Cloud Hosting & Data Integration**			21	176	25	178
8	**Cloud Documentation & Database Management**			22	155	22	153
9	**Automation & Bugfixes**			26	133	24	131
10	**Research & Testing**			26	107	22	107
11	**Schedule & Real Data**			25	81	28	85
12	**Technical Refinement & Preparation for Demo Day**			28	56	27	57
13	**Finish the Project**			23	28	19	30
14	**Project Summary & Retrospective**			5	5	5	11
					0		6
Features							
1	**Large Language Model methods**						
		Identify the existing capabilities of LLM methods and their underlying algorithms					
			Research Slack bot requirement	5		5	
			Research LLM models	5		5	
			Research LLM method 1 (search API) properties	5		5	
			Research LLM method 2 (semantic search) properties	5		5	
			Research LLM method 3 (fine tuning) properties	5		5	
			Team logo design	3		3	
2	**Software architecture**						
		Determine the software architecture and the used components					
			Define diagram of runtime components	5		5	
			Define diagram of code components	8		8	
			A summary of the underlying technology stack	5		3	
			Textual explanation of the diagrams and choices	5		5	
			Initialize code repository	3		3	
			Initialize the software bill of materials	3		2	
3	**Large Language Model prototypes**						
		Further evaluate the functionality of each LLM method					
			Research semantic search vector storage	5		3	
			Research Slack web server hosting	5		3	
			Implement Alpaca/LLaMA LLM prototype	3		5	
			Implement BERT LLM prototype	5		3	
			Implement T5 LLM prototype	3		3	
			Create the LLM-server code framework	3		5	
			Create coding guidelines	2		1	
4	**Code frameworks**						

Sprint	Theme	Goal	Feature Name	Est. Size	Est. Remaining	Real Size	Real Remaining
		Provide a structured foundation for building the chatbot					
			Research LLM server hosting	5		5	
			Determine the communication protocols used	3		3	
			Create Slack bot code framework	5		3	
			Create the semantic search code framework	3		3	
			Create the data processing code framework	3		5	
			Update product vision and product mission	3		2	
			Test Slack	3		2	
			Test DeepL API	3		3	
5	**Setup & Documentation**						
		Prepare the necessary setups and extend the documentation					
			Create a build process video	5		8	
			Create a secure and private file exchange channel	3		3	
			Create testing setup	5		8	
			Set up vector database	2		2	
			Set up LLM for embedding generation	2		2	
			Move existing documentation to GitHub Wiki	5		5	
			Document Slackbot setup process	2		2	
			Set up LLM for chat message generation	3		3	
6	**Data Integration & Documentation Enhancement**						
		Enhance data integration capabilities and improve project documentation					
			Setup LLM in the Google could	8		8	
			Implement a blacklist for Confluence pages and other data sources	3		3	
			Read data from Confluence into vector database	5		5	
			Read data from PDF into vector database	3		3	
			Initialize user, (technical) design, and build/deploy documentation	5		5	
			Clean-up mid-project release plan & create final project release plan	2		2	
7	**Cloud Hosting & Data Integration**						
		Establish cloud hosting of the software and expand data integration abilities					
			Setup LLM in the Google cloud	5		8	
			Read data from Confluence into vector database	3		5	
			Document and summarise all services available to the project team	2		1	
			Read data from Slack conversation into vector database	5		5	
			Detect Slackbot language	3		3	
			Create integration tests for database reading and writing	3		3	
8	**Cloud Documentation & Database Management**						
		Document cloud hosting setup and further enhance database management					
			Setup LLM in the Google could (documentation)	3		3	
			Check conformity with NDA	1		1	
			Cleanup the repository	5		5	
			Split up long text block for database	5		5	
			Delete outdated database enteries for all data sources	5		3	
			Read data from Confluence into vector database (finalization)	3		5	
9	**Automation & Bugfixes**						
		Automate the Slackbot execution and fix identified bugs					
			Check conformity with NDA	1		1	
			Clean up the repository	2		2	
			Setup Slackbot in the Google cloud	5		3	
			Research / implement an automation for data extraction	5		5	
			Debug and fix an insufficient information issue of the LLM	5		3	

Sprint	Theme	Goal	Feature Name	Est. Size	Est. Remaining	Real Size	Real Remaining
			Identify names in the data and exclude them from the translation process	5		5	
			Read data from Google Docs into vector database	3		5	
10	**Research, Implementation & Testing**						
		Implement supported database and perform Confluence and Slackbots tests					
			Research and implement a supported database	5		5	
			Research / implement an automation for data extraction (authentification)	3		3	
			Create a schedule for cloud hosting	3		3	
			Create integration tests for Confluence data reading	5		3	
			Create performance tests for Slackbot with LLM	5		8	
			Debug and fix an insufficient information issue of the LLM	5		0	
11	**Schedule & Real Data**						
		Set up a schedule for the Slackbot and prepare reading of real data					
			Research / implement an automation for data extraction (database error)	3		5	
			Create a schedule for cloud hosting	1		1	
			Debug and fix an insufficient information issue of the LLM	5		5	
			Create a draft for the demo day presentation slides	3		3	
			Send the response in smaller parts one at a time	5		3	
			Read real data from Confluence	3		3	
			Research and implement a supported database	5		8	
12	**Technical Refinement & Preparation for Demo Day**						
		Finalizing work in Slack & DeepL and creating material for demo day					
			Send the response in smaller parts one at a time (Alignement with DeepL)	3		3	
			Read real data from Slack	3		2	
			Debug & fix DeepL cost issue	3		3	
			Create one demo day slide	3		3	
			Create a demo day product management poster	3		3	
			Create a demo day software development poster	5		5	
			Create the demo day video	8		8	
13	**Finish the Project**						
		Finalize the documentation and prepare for the demo day presentation					
			finalize the final project release plan	1		2	
			create a checklist for the demo day presentation	5		5	
			update the product glossary	2		2	
			finalize the build documentation	5		3	
			finalize the design documentation	3		3	
			finalize the user documentation	2		1	
			optimise and clean up the code	5		3	
14	**Project Summary & Retrospective**						
		Create a project report and project retrospective					
			create a project summary	2		2	
			create the project retrospective	3		3	


Final-project Burn-down Chart
Estimated burn-down
Real burn-down
Story points
Sprint
400
300
200
100
0
1
2
3
4
5
6
7
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13
14
340 340
312 312
283 286
257 263
229 237
202 204
176 178
155 153
133 131
107 107
81 85
56 57
28 30
5 11

#	Feature Definition of Done	Sprint Release Definition of Done	Project Release Definition of Done
10	Acceptance criteria are met.		
11	Work products are uploaded to the Github repository.		
12	A pull request is created for each related branch.		
13	The work products in the pull requests are reviewed.		
14	The corresponding branches are merged and closed.		
15	The bill of materials section of the planning documents is updated.		
16	All defined conventions are complied with.		
21		A release candidate with a working and meaningful increment to the previous sprint is tagged.	
22		Previously established features and security mechanisms must continue to work.	
23			
31			The project can be successfully built and deployed.
32			All created tests are passed.
34			The implemented features pass a simple user test.
35			Developer documentation is created.
36			User documentation is created and updated
37			The release has been approved by all team members

Type	Link / reference
Team Meeting Agenda	Team Meeting Agenda
Checklists	https://docs.google.com/spreadsheets/d/1K46ImoocSKWYXWQgVVGndU6QzNazhF-i7bsbbovnpMk/edit?usp=sharing

#	Context	Name	Version	License	Comment
1	Programming Language	python	3.8	Python License 2.0.1	
2	Backend-as-a-Service (BaaS)	supabase	1.0.3	MIT License	
3	Python-C++ Integration	llama-cpp-python	0.1.39	MIT License	
4	Natural Language Processing (NLP)	langchain	0.0.154	MIT License	
5	Slack Integration	slack_sdk	3.21.3	MIT License	
6	Atlassian API Wrapper	atlassian-python-api	3.36.0	Apache License 2.0	
7	Data Manipulation	pandas	2.0.1	BSD License (BSD-3-Clause)	
8	Aleph Alpha API Client	aleph-alpha-client	3.1.0	MIT License	
9	Sentence Embeddings	sentence_transformers	2.2.2	Apache License 2.0	
10	Embedding for Instructors	InstructorEmbedding	1.0.0	MIT License	
11	Slack App Framework	slack-bolt	1.18.0	MIT License	
12	Slack App Framework	slack-sdk	3.21.3	MIT License	
13	Machine Translation	deepl	1.14.0	MIT License	
14	Environment Variables	python-dotenv	1.0.0	BSD License (BSD-3-Clause)	
15	Hugging Face Model Hub	huggingface_hub	0.14.1	Apache Software License	
16	Unit Testing	pytest	7.3.1	MIT License	
17	PDF Parsing	pdfminer.six	20221105	MIT License	
18	Natural Language Toolkit	nltk	3.8.1	Apache Software License	
19	Optical Character Recognition (OCR)	pytesseract	0.3.10	Apache Software License	image analysis. Tesseract needs to be installed an dpath added
20	Google's discovery based APIs	google-api-python-client	2.90.0	Apache License 2.0	
21	Google Authentification	google-auth	2.20.0	Apache License 2.0	
22	Google Authentification	google-auth-oauthlib	1.0.0	Apache License 2.0	
23	Name Identification	spacy	3.5.3	MIT License	
24	Auto Linting and Formatting	black	23.7.0	MIT License	
25	Extension for datetime module	python-dateutil	2.8.2	Apache Software License, BSD License (Dual License)	
26	Transform Pdf to Image	pdf2image	1.16.3	MIT License	
27	Download attachments from Confluence	requests	2.31.0	Apache License 2.0	
28	Library to scrape information from Confluence	bs4	0.0.1	MIT License	
29	Client for weaviate database communication	weaviate-client	3.22.1	BSD License (BSD-3-Clause)	
30	Communication Service for Google Cloud Storage	google-cloud-storage	2.10.0	Apache License 2.0	
31	Print weaviate tables clean in terminal	prettytable	3.8.0	BSD License (BSD-3-Clause)	
32	QA Bot Webserver	flask	2.3.2	BSD License (BSD-3-Clause)	
33	QA Bot Webserver	gunicorn	20.1.0	MIT License	

Last Name	First Name	Value					
Alkadour	**Abdelkader**			#DIV/0!	#DIV/0!		
Arifin	**Hafidz**						
El Brak	**Sara**						
Erben	**Emanuel**						
Konheiser	**Tobias**			0	No size		
Stojkovic	**Vukica**			1	Trivial size		
Nützel	**Felix**			2	Small size		
Palarus	**Jesse**			3	Medium size		
Pucic	**Amela**			5	Large size		
				8	Very large size		
				13	Too large (size)		

Additional Documentation

Team Meeting Agenda "AMOS QAchat" **Date:** 2023_07_19

ID	Topic	Time	Author	Description	Result	Decision	Responsible
1	Project Report	40					
2	Project Retrospective	40					
3							
4							
5							
6							
7							
8							
9							
10	Open Points	10	Everybody				
		90					

Team Meeting Agenda "AMOS QAchat" **Date:** 2023_07_18

ID	Topic	Time	Author	Description	Result	Decision	Responsible
1	Sprint Review	30	PO	- Release Manager creates release candidate build - PO walks through "awaiting review" tickets, probing SDs			
2	Sprint Release	5	PO	- PO decides release - Release Manager creates release - add final project release tag			
3	Sprint Retrospective	15	SM	- SM reviews the impediments - SM performs roll calls - Everyone answers happiness index - Review of Happiness index and standup emails			
4	Sprint Planning	15	PO	- PO works through product backlog - SD perform planning poker - Introduce sprint goal			
5	Final Walkthrough of Demo Day Presentation	20					
6							
7							
8							
9							
10	Open Points	5	Everybody				
		90					

Team Meeting Agenda "AMOS QAchat" **Date:** 2023_07_15

ID	Topic	Time	Author	Description	Result	Decision	Responsible
1	When?	5	Team		19/07/2023 12h30		
2	Where	5	Team		Online		
3	How to present ?	10	Team		Enthusiastic Interactive Structured Confident		
4	Slides and Checklist	60	Team				
5	Discussion about Demo Day	10	Team				
6							
7							
8							
9							
10	Open Points	0	Everybody				
		90					

Introduction (once)	Presenter	Time (min)	**Slides**		Live Demo Checklist:	
Demo day slide	Hafidz / Sara	1	Team Introduction	00:30	Multi Language	
			Short Animation of Slackbot	00:30	Something not in the Data	
			Goals of the Project & Benefits of the Bot	01:30	Question in German in the Data	
			Why were not ChatGPT	01:30		
			Semantic Search & LLM & Prompt engineering	01:30		
			Architecture/Video Slides	01:30		
			Live Demo	3		
			Presentation 1	Emanuel + Felix		
			Presentation 2	Jesse + Hafidz		
			Presentation 3	Kadi + Tobias (+Vukica)		
			Presentation 4	Amela + Sara		

Team Meeting Agenda "AMOS QAchat" **Date:** 2023_07_12

ID	Topic	Time	Author	Description	Result	Decision	Responsible
1	Sprint Review	30	PO	- Release Manager creates release candidate build - PO walks through "awaiting review" tickets, probing SDs			
2	Sprint Release	5	PO	- PO decides release - Release Manager creates release			
3	Sprint Retrospective	15	SM	- SM reviews the impediments - SM performs roll calls - Everyone answers happiness index - Review of Happiness index and standup emails			
4	Sprint Planning	30	PO	- PO works through product backlog - SD perform planning poker - Introduce sprint goal			
5	Discussion about Demo Day	5					
6							
7							
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9							
10	Open Points	5	Everybody				
		90					

Team Meeting Agenda "AMOS QAchat"

Date: 2023_07_10

ID	Topic	Time	Author	Description	Result	Decision	Responsible
1	Status Update	10	Team	iteratively sending message, database change in completion	no more rights in Slack		
2	Questions from Sebastian	10		real data demo possible? access to the secret file (tokens)			
3	Demo Day	5	Team	agenda shared			
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		25					

Team Meeting Agenda "AMOS QAchat" **Date:** 2023_07_05

ID	Topic	Time	Author	Description	Result	Decision	Responsible
1	Sprint Review	30	PO	- Release Manager creates release candidate build - PO walks through "awaiting review" tickets, probing SDs			
2	Sprint Release	5	PO	- PO decides release - Release Manager creates release			
3	Sprint Retrospective	15	SM	- SM reviews the impediments - SM performs roll calls - Everyone answers happiness index - Review of Happiness index and standup emails			
4	Sprint Planning	30	PO	- PO works through product backlog - SD perform planning poker - Introduce sprint goal			
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10	Open Points	5	Everybody				
		85					

Team Meeting Agenda "AMOS QAchat" **Date:** 2023_06_28

ID	Topic	Time	Author	Description	Result	Decision	Responsible
1	Sprint Review	30	PO	- Release Manager creates release candidate build - PO walks through "awaiting review" tickets, probing SDs			
2	Sprint Release	5	PO	- PO decides release - Release Manager creates release			
3	Sprint Retrospective	15	SM	- SM reviews the impediments - SM performs roll calls - Everyone answers happiness index - Review of Happiness index and standup emails			
4	Sprint Planning	30	PO	- PO works through product backlog - SD perform planning poker - Introduce sprint goal			
5	Plan a Meeting the day before the demo day	5	Tobi				
6							
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10	Open Points	5	Everybody				
		90					

Team Meeting Agenda "AMOS QAchat"

Date: 2023_06_26

ID	Topic	Time	Author	Description	Result	Decision	Responsible
1	Database	10	Felix	work in progress, locally hosted approach			
2	Code	10	Amela, Emanuel	Hosting and Translation Setup			
3	questions from Sebastian	10		secure transmission in Google Cloud?			
4	questions to Sebastian	5		Google Docs: No access, will not be used for real data			
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Team Meeting Agenda "AMOS QAchat" **Date:** 2023_06_21

ID	Topic	Time	Author	Description	Result	Decision	Responsible
1	Sprint Review	30	PO	- Release Manager creates release candidate build - PO walks through "awaiting review" tickets, probing SDs			
2	Sprint Release	5	PO	- PO decides release - Release Manager creates release			
3	Sprint Retrospective	15	SM	- SM reviews the impediments - SM performs roll calls - Everyone answers happiness index - Review of Happiness index and standup emails			
4	Sprint Planning	30	PO	- PO works through product backlog - SD perform planning poker - Introduce sprint goal			
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10	Open Points	5	Everybody				
		85					

Team Meeting Agenda "AMOS QAchat" **Date:** 2023_06_14

ID	Topic	Time	Author	Description	Result	Decision	Responsible
1	Sprint Review	30	PO	- Release Manager creates release candidate build - PO walks through "awaiting review" tickets, probing SDs			
2	Sprint Release	5	PO	- PO decides release - Release Manager creates release			
3	Sprint Retrospective	15	SM	- SM reviews the impediments - SM performs roll calls - Everyone answers happiness index - Review of Happiness index and standup emails			
4	Sprint Planning	30	PO	- PO works through product backlog - SD perform planning poker - Introduce sprint goal			
5	Planning to the End	5	Tobi	What do you want to implement in any case?			
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10	Open Points	5	Everybody				
		90					

Team Meeting Agenda "AMOS QAchat" **Date:** 2023_06_07

ID	Topic	Time	Author	Description	Result	Decision	Responsible
1	Sprint Review	30	PO	- Release Manager creates release candidate build - PO walks through "awaiting review" tickets, probing SDs			
2	Sprint Release	5	PO	- PO decides release - Release Manager creates release			
3	Sprint Retrospective	15	SM	- SM reviews the impediments - SM performs roll calls - Everyone answers happiness index - Review of Happiness index and standup emails			
4	Sprint Planning	30	PO	- PO works through product backlog - SD perform planning poker - Introduce sprint goal			
5	NDA signing	1	Everyone	Reminder			
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10	Open Points	5	Everybody				
		86					

Team Meeting Agenda "AMOS QAchat"

Date: 2023_06_05

ID	Topic	Time	Author	Description	Result	Decision	Responsible
1	Confluence Data Reading Demonstration	10	Hafidz	short demo of current process for Confluence data extraction			
2	Cloud Hosting Demonstration	10	Jesse	demo of Google Cloud hosting structure			
3	questions from Sebastian	10		Google Docs contain a lot of information			
4	questions to Sebastian	5		In which form should Slack channels be scrapped -> add scrapper to channel manually			
5	comments from Sebastian			https://huggingface.co/spaces/HuggingFaceH4/open_llm_leaderboard https://www.terraform.io/			
6	ToDo			sign NBA			
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Team Meeting Agenda "AMOS QAchat" **Date:** 2023_05_31

ID	Topic	Time	Author	Description	Result	Decision	Responsible
1	Sprint Review	30	PO	- Release Manager creates release candidate build - PO walks through "awaiting review" tickets, probing SDs			
2	Sprint Release	5	PO	- PO decides release - Release Manager creates release and mid project tag			
3	Sprint Retrospective	15	SM	- SM reviews the impediments - SM performs roll calls - Everyone answers happiness index - Review of Happiness index and standup emails			
4	Sprint Planning	30	PO	- PO works through product backlog - SD perform planning poker			
5	Branch Protection Rule	5	Emanuel				
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10	Open Points	5	Everybody				
		90					

Team Meeting Agenda "AMOS QAchat" **Date:** 2023_05_24

ID	Topic	Time	Author	Description	Result	Decision	Responsible
1	Sprint Review	30	PO	- Release Manager creates release candidate build - PO walks through "awaiting review" tickets, probing SDs			
2	Sprint Release	5	PO	- PO decides release - Release Manager creates release			
3	Sprint Retrospective	15	SM	- SM reviews the impediments - SM performs roll calls - Everyone answers happiness index - Review of Happiness index and standup emails			
4	Sprint Planning	30	PO	- PO works through product backlog - SD perform planning poker			
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10	Open Points	5	Everybody				
		85					

Team Meeting Agenda "AMOS QAchat"

Date: 2023_05_22

ID	Topic	Time	Author	Description	Result	Decision	Responsible
1	demonstration of current state	10					
2	questions from Sebastian	10		TBD			
3	questions to Sebastian	10	Tobi	- About the NDA: Shoud we plan for real data or create dummy data? - Which datatypes should be supported (PDF, Docx, HTML, Confluence, Slack)? - Who will be allowed to add data to the database? - Which interface (CLI, GUI) should be created for data ingestion?	- NDA for real data - focus on Confluence, Slack General channel would be gread - automatic database update with blacklist		
4	questions to Sebastian	20	Team	- should there be a IAM or sth like this for the data when the user ask a question - in which language should the ChatBot answer (always german???)	- language change would be nice to have		
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Team Meeting Agenda "AMOS QAchat"

Date: 2023_05_17

ID	Topic	Time	Author	Description	Result	Decision	Responsible
1	Sprint Review	30	PO	- Release Manager creates release candidate build - PO walks through "awaiting review" tickets, probing SDs			
2	Sprint Release	5	PO	- PO decides release - Release Manager creates release			
3	Sprint Retrospective	15	SM	- SM reviews the impediments - SM performs roll calls - Everyone answers happiness index - Review of Happiness index and standup emails			
4	Sprint Planning	30	PO	- PO works through product backlog - SD perform planning poker			
5	Definition of Done	5	Tobi + Sara	agree on project specific DoD			
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10	Open Points	5	Everybody				
		90					

Team Meeting Agenda "AMOS QAchat"

Date: 2023_05_10

ID	Topic	Time	Author	Description	Result	Decision	Responsible
1	Sprint Review	30	PO	- Release Manager creates release candidate build - PO walks through "awaiting review" tickets, probing SDs			
2	Sprint Release	5	PO	- PO decides release - Release Manager creates release			
3	Sprint Retrospective	15	SM	- SM reviews the impediments - SM performs roll calls - Everyone answers happiness index - Review of Happiness index and standup emails			
4	Sprint Planning	30	PO	- PO works through product backlog - SD perform planning poker			
5	Definition of Done	3	Tobi + Sara	agree on project specific DoD			
6	Sprint Goal	2	Tobi + Sara	agree on sprint goal			
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10	Open Points	5	Everybody				
		90					

Team Meeting Agenda "AMOS QAchat"

Date: 2023_05_03

ID	Topic	Time	Author	Description	Result	Decision	Responsible
1	Sprint Review	30	PO	- Release Manager creates release candidate build - PO walks through "awaiting review" tickets, probing SDs			
2	Sprint Release	5	PO	- PO decides release - Release Manager creates release			
3	Sprint Retrospective	15	SM	- SM reviews the impediments - SM performs roll calls - Everyone answers happiness index - Review of Happiness index and standup emails			
4	Sprint Planning	30	PO	- PO works through product backlog - SD perform planning poker			
5	Stand up Emails	2	Tobi + Sara	please write your standup emails regularly		first standup email is sent by sunday evening	
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10	Open Points	10	Everybody				
		92					

Team Meeting Agenda "AMOS QAchat"

Date: 2023_04_26

ID	Topic	Time	Author	Description	Result	Decision	Responsible
1	Sprint Review	30	PO	- Release Manager creates release candidate build - PO walks through "awaiting review" tickets, probing SDs		Method 2: semantic search a Google Open Source model	
2	Sprint Release	5	PO	- PO decides release - Release Manager creates release		released	
3	Sprint Retrospective	15	SM	- SM reviews the impediments - SM performs roll calls - Everyone answers happiness index - Review of Happiness index and standup emails		see imp board	
4	Sprint Planning	30	PO	- PO works through product backlog - SD perform planning poker			
5	Get to know each other	5	Vukica				
6	Project Setup	5	Tobi	- programming language and coding guidelines - tools - branching and merging		issue is in progress	
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10	Open Points	5	Everybody				
		95					

Team Meeting Agenda "AMOS QAchat"

Date: 2023_04_24

ID	Topic	Time	Author	Description	Result	Decision	Responsible
1	getting to know each other	5		introduce new team members			
2	organization	20		- access to Slack - access to Confluence - access to GDrive / Google Cloud	NDA is a problem, work in progress		
3	project topics	20		talk about new advances in LLMs and project requirements	- documents mostly in german - chatbot has no specific language requirement		
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Team Meeting Agenda "AMOS QAchat"

Date: 2023_04_19

ID	Topic	Time	Author	Description	Result	Decision	Responsible
1	Ensure that everybody has access	5	Deliverables	- shared folder with planning documents - Github Repo - Happiness index tool			
2	initialize planning documents	10	Deliverables	insert base data, agree on role assignments			
3	Agree on team contract	10	Deliverables	submit as part of planning documents			
4	Discussion about first project impressions	10	Tobi	What are your first impressions from yesterday? (good, bad, suggestions, concerns, ...) What documents / workspaces do we have (from Sebastian and Prof. Riehle)?			
5	Getting to know each other	10	Tobi	What experiences do you have (regarding topics that might be needed in this project) ? How do you work (Timeslot, Tools, ...) ?			
6	Slack	10	Tobi	Do we want to create our own Slack channel?			
7	Homework	30	Tobi	Go through Homework 1 tasks			
8	Fill in happiness index	5	Deliverables	counts as sprint 0, closes at midnight			
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		90					

Team Meeting Agenda "AMOS QAchat"

Date: 2023_04_18

ID	Topic	Time	Author	Description	Result	Decision	Responsible
1	getting to know each other	10		short introduction of each person			
2	project introduction	40		- go through project definition from Sebastian - look at methods Sebastian already collected	Sebastian provides us the presented sildes		
3	organization	20		- discuss access to Slack, Confluence, GDrive and processing resources	in progress, discuss results in next meeting, Sebastian will invite us to the Google Cloud		
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Team Meeting Agenda "AMOS QAchat"

Date: tbd

ID	Topic	Time	Author	Description	Result	Decision	Responsible
1	Sprint Review	30	PO	- Release Manager creates release candidate build - PO walks through "awaiting review" tickets, probing SDs			
2	Sprint Release	5	PO	- PO decides release - Release Manager creates release			
3	Sprint Retrospective	15	SM	- SM reviews the impediments - SM performs roll calls - Everyone answers happiness index - Review of Happiness index and standup emails			
4	Sprint Planning	30	PO	- PO works through product backlog - SD perform planning poker			
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10	Open Points	10	Everybody				
		90					

Role	Tasks
Everyone	participate in lecture participate in team meeting write 2 stand up emails
PO	update feature board update planning documents
SD	work on issues update bill of materials
SM	update impediments backlog
Release Manager	ensure that sprint release candidate is tagged

Role	Tasks
PO	create feature board screenshot create planning document PDF
SD	push current work update assigned issues
SM	create impediments backlog screenshot
Release Manager	tag sprint release candidate

Meeting Preparation	ensure product backlog is ready coordinate with Release Manager	
Sprint Review	ask Release Manager to build release candidate walk through "Awaiting review" issues - ask SD to demo item under review - check fulfillment of acceptance and DoD criteria - move item to feature archive (add label "Real Size = Y") or move issue to product backlog	Product Owner 1
Sprint Release	decide whether release candidate should be released coordinate with Release Manager	
Sprint Retrospective	SM TODOs answer Happiness Index	Scrum Master
Sprint Planning	reprioritize product backlog items start by most important backlog item and ask SDs to estimate the story points, do until SDs have enough work story points = {0, 1, 2, 3, 5, 8 ,13}	Product Owner 2
Meeting After-work	update planning documents update feature board	

Steps to create a Github Issue:

1.	Go here:	Issues · amosproj/amos2023ss03-qachat (github.com)
2.	click "New issue"	
3.	select corret template	
4.	write a title and description that follow the INVEST criteria	Independent, Negotiable, Valuable, Estimatable, Small, Testable
5.	select the correct project	"amos2023ss03-feature-board"
6.	select the correct milestone (optional)	"sprint-{XY}"
7.	add correct labels	"Est. size = X" and issue type
8.	add Assignees (optional)	
9.	click "Submit new issue"	
10.	go here:	amos2023ss03-feature-board (github.com)
11.	move issue to Product Backlog	
12.	open issue and set corresponding priority	

Average Story Points per Sprint:	25
Current Sprint:	13
Available Sprints:	0
Available Story Points:	**0**
Homework	**Rough Estimations**
Sprint 12	0
Sprint 13	0
Story Points available for Product:	**0**
Open Issues	**Rough Estimations**
-	0
Story Point Account at the END:	**0**

ID	Requirement
1	The chatbot must be available as a Slack integration.
2	The chatbot must be able to respond with company-specific information.
3	The chatbot must support the German language.
4	The chatbot can support additional languages.
5	Methods for retrieving data from Confluence, Slack and Google Drive must be available.
6	The data retrieval methods must be able to work with text in German.
7	The data retrieval methods can work with text in other languages.
8	The data retrieving must be automated and must run on a schedule.
9	A blacklist to exclude certain data sources must be available.
10	The product must only use services that comply with the company's security policy.