CITS5553 Meeting Minutes

Date: 2025-08-08

Week: W3, Thursday

Type (client/internal/mentor): internal

Meeting Name/Purpose: Planning: Scoping and setting tasks

Time: 1200-1300

Location / Platform: CSSE 201

Attendees:

- ☐ Sirui Li (Client)
- ☐ Wei Liu (Unit Coordinator)
- ☐ Jichunyang Li (Project Facilitator)
- ☑ Franco Meng (Student)
- ☐ RuiZhe Wang (Student)
- ☑ Aswathy Mini Sasikumar (Student)
- ☑ Nirma Rajapaksha Senadherage (Student)
- ☐ Cedrus Dang (Student)
- ☑ Laine Mulvay (Student)

Agenda

1. Decide on tasks for Project Proposal
2. Schedule catchup before thursday
3. Scope out a rough timeline

Discussion Notes

1. Draft project proposal

1. Sirui want a draft by Tuesday so she can review and send back to us, giving us time to work on it before Friday.
2. Franco wil continue working on/updateing the draft he has after sending it through

   a. People to read an sned comments to Franco, they are also welcome to ask him if they can help write any sections

   b. Laine to draft method and send to Franco
3. Timeline for the project breifly discussed:
   - W4 research tools
   - W5 train separate agents, linking database to agents research
   - Pipeline set up W6 end (architecture - may not be working)
   - Working in terminal by W7 end
   - Working UI week W8
   - Improvements W8-10 (or continued work if we fall behind)
     - Accuracy
     - Spider 2?
     - Memory of queries>
   - W10-12 Reporting + Presentation work

2. Multi-Agent pipeline Research.

1. Aswathy has some experience and is keen to research the best way to stich together our agents (eg langchain). She will get this done by Thrusday. Cedrus has also done some work on this with his diagrams so it would be good if they could communicate together on this to combine research.
2. The Tutor reccomended not using a pipeline, just using API keys to start with.

3. weekly checkin meeting

1. Decicded and scheduled a **weekly check-in meeting for Saturday 4pm (online)**. The purpose of this meeting will be to check up and confirm tasks.

4. Checking off tasks from this mornings meeting:

1. Confirming using Spider V1 for simplicity first (starting as simple as possible and then can expand scope if we finish early)
2. Confirmed we will be using **Python**.

Next Steps Needed

1. Draft Project Proposal
   a. Laine to make a draft timeline
   b. Laine to use draft timeline to draft method and give to Franco by Saturday.
   c. Franco to keep working on Draft Group Proposal and send through to group
   d. All group memebers to add comments too Draft Group Proposal for reccomendaitons. They are also welcome ask Franco if he needs any help with writitng.
2. Aswathy + Cedrus to research the multi agent system we plan to use (tools and frameworks) to have finished by Thursday. Post to get by Wednesday night?
   a. Confirm what models we are using as well (we need to tell Sirui which API key to get us).

Next Meeting Name: Weekend Checkin

- **Date & Time:** Saturday 9th August 4pm
- **Location / Platform:** Teams
- **Next Meeting's Minutes to be prepared by:** Laine?

This Meetings Minutes prepared by: Laine Mulvay