Weekly Progress Check-In Instructions (to be filled out by the member invited and/or Captain):

Please complete the following questions about your project progress. Keep your response concise, 1-2 sentences max per question. We will go over them in the zoom check-in:

1a. Weekly mentor meeting attendance (for missing members, provide reason):

The mentor and all members attended.

1b. Was there a good discussion/Did you get your questions answered/requests responded to?

Yes. We clarify questions and focus on next steps.

1c. Any issues with the mentor communication?

It’s good so far.

2a. Team working meeting attendance (for missing members, provide reason):

All members attend the weekly meeting with the mentor and our internal discussion.

2b. Was there a discussion on the work?

Yes. We have a group discussion on the agenda and content to be presented to the mentor, and a wrap up meeting right before the meeting with the mentor.

2c. Did you have a project management component? Did you make progress? Does everyone know what to do next?

We used Google Cloud shared folder to keep track of all progress, meeting minutes, and internal discussion notes. All members are on the same page.

2d. Any challenges or roadblocks?

It’s still a bit vague on the expected outputs, but we have clarified the next step (focus on image embedding), the RAG technique to be used (Vector RAG), and possible evaluation method. Will clarify further if anything new comes in as we make progress.

3. Any questions/feedback?

From the previous weekly check-in, we know the professor is concerned that our expected delivery is vague. While we are trying our best to clarify as we move on, it will be helpful if there is any further discussion/information from the professor/course assistant with the mentor.

Clarification - Are we required to upload

* These weekly progress check-in notes on GitHub?
* Weekly meeting minutes with the mentor?