

# BACKGROUND / CONTEXT

## Low Level Design Discussion – Confluence Documentation

This task supports a recurring internal forum called “Low Level Design Discussion” within Citi’s Risk & Controls / Technology organization.

These sessions are attended by:

- Architecture team (core facilitators and reviewers)
- Multiple application and project teams

### PURPOSE OF THE MEETINGS:

The Low Level Design Discussion meetings are designed to:

- Review low-level design approaches across projects
- Discuss architecture patterns, tools, technologies, frameworks, and platforms
- Share demos or proof-of-concepts built by application teams
- Identify technical challenges, risks, gaps, or constraints
- Collect feedback from architecture and peer teams
- Explore potential solutions or reusable approaches across the vertical

Meetings may include:

- Technical presentations
- Live or recorded demos
- Design walkthroughs
- Issue or challenge discussions (major or minor)
- Open Q&A and feedback
- Tool or framework evaluations

## **PURPOSE OF THIS TASK:**

The output of this task is used to maintain an official Confluence page that acts as:

- A historical record of design discussions
- A reference for architecture decisions and challenges
- A visibility mechanism across teams
- An input for follow-ups, reviews, and governance

Because this documentation is used in an enterprise and audit-sensitive environment:

- Accuracy is critical
- Completeness is mandatory
- Assumptions are not allowed
- Hallucinated or inferred information is unacceptable

## **INPUT MATERIALS:**

The model may be provided with one or more of the following artifacts:

- Full or partial meeting transcripts
- Call recordings converted to text
- AI-generated summaries
- Handwritten or structured meeting notes
- Presentation or demo notes

These inputs may:

- Overlap or repeat information
- Be partially incomplete
- Contain informal or conversational language
- Include both major and minor discussion points

## OUTPUT EXPECTATIONS:

The model must:

- Extract only explicitly stated information
- Capture both major and minor topics discussed
- Preserve factual accuracy without interpretation
- Clearly distinguish discussions from actions
- Identify gaps or missing details explicitly

The output will be added to a Confluence table with predefined columns such as:

- Agenda (Date, Discussion Points)
- Minutes (Date, Problem Statement, Discussions, Action Items, Owner)

## CONSTRAINTS AND QUALITY REQUIREMENTS:

- Do not fabricate owners, timelines, decisions, or outcomes
- Do not infer intent, priority, or impact
- Do not generalize or summarize beyond what is stated
- Avoid duplication across sections
- Keep entries concise and table-friendly
- Use a neutral, professional, business-oriented tone

## **MANDATORY PLACEHOLDERS:**

If required information is missing or unclear, the model must explicitly state:

- Owner: Not specified
- Due date: Not specified
- Follow-up: Not specified
- [Clarification needed]

## **SUCCESS CRITERIA:**

A successful output is:

- Verifiable against the provided inputs
- Complete (no discussed topic omitted)
- Clearly structured and easy to review
- Safe for direct use in Confluence without manual correction
- Suitable for architecture governance and cross-team visibility