

MEETING PROTOCOL – MKSS2 Project

Meeting Analysis Service Development

Date: 11 February 2026

Time: 14:00–15:30 CET

Location: Hochschule Bremen, Room M105

Project: Meeting Analysis Service (Semester Project)

ATTENDEES

Manel Khammari	khamarimanel11@gmail.com
Lilwan Akid	lakid@stud.hs-bremen.de

1. Code Reorganization Review

The team discussed the recent backend restructuring from monolithic app.py (377 lines) to a modular architecture.

Manel demonstrated the new folder structure with separate modules for API routes, database models, and integrations.

DECISION:

Lilwan will create comprehensive architecture documentation explaining the folder structure and design patterns by February 18th.

2. Email Notification Feature Discussion

The team reviewed the proposed email notification system that would automatically notify team members when tasks are assigned to them in meeting protocols. Lilwan raised concerns about parsing accuracy for extracting email addresses from documents.

AGREEMENT: The system will support multiple assignment formats.

Manel khammari needs to enhance the AI parser
to detect natural language assignments by February 20th.

3. Testing and Quality Assurance

Maya volunteered to write unit tests for the document parsing module using pytest.
The goal is to have at least 70% code coverage by March 1st.

Additionally, Manel will create integration tests
for the Google Calendar API and OAuth flow by February 28th. These
tests should cover multi-user scenarios and token refresh mechanisms.

4. Frontend Integration Issues

ACTION REQUIRED: To prevent similar issues, Lilwan should update the
API documentation with all endpoint changes and create a migration
guide for the frontend team.
This needs to be completed by February 15th
so the frontend developers can update their code.

5. Presentation Preparation

The final project presentation is scheduled for 13th February. The team
discussed the demonstration flow and key features to highlight.

RESPONSIBILITIES:

Manel will prepare the live demo environment and
ensure all features are stable by March 12th.

Lilwan Akid must create the presentation slides covering the technical architecture and system design by March 12rd.

6. Docker and Deployment

The Docker configuration needs updates to reflect the new modular structure.

Maya should update the Dockerfile and docker-compose.yml files by February 22nd
Lilwan needs to update the .gitlab-ci.yml file to run the new test suite and deploy the restructured application. Target date: February 24th.

NEXT MEETING

Date: Wednesday, February 18, 2026

Time: 14:00 CET

Agenda: Review parser enhancements, test coverage report, demo prep