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CONSULTANT NAME: N E E R A J S U N I L M E N O N	ROLE/TITLE: CONSULTANT
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DEPARTMENT:	SUPERVISOR: AKHIL ELANGO

WEEK	TASK NAME	STATUS OF TASK	REMARKS / HOURS
Week 1: 04 – 08 NOVEMBER '24			
04-11-2024	Understanding of Nginx Master Data Management – Microsoft Dynamics Research and Notes Discussions	Completed	9
05-11-2024	Nginx, Ngrok, Docker – Test application to understand concepts Master Data Management – Microsoft Dynamics Research and Notes Discussions	Completed	8
06-11-2024	SQL Commands, OCR Tools Research. Research on fine tuning OCR tools.	Completed	9
07-11-2024	Analyzing 4BaseCare Data. Creating Data Reports and setting base questions.	Completed	8
08-11-2024	Analyzing newly received 4BaseCare Data, creating Question categories, and Questions and documenting each of these in an Excel Workbook.	Completed	10
Week 2: 11 – 15 NOVEMBER '24			
11-11-2024	Finalizing Expected Outcome, Finalizing SQL Queries.	Completed	8
12-11-2024	Finalized Tables for categories, finalized queries for extracting relevant information. Documented queries, findings, and anomalies. Function Calling (spark).	Completed	8
13-11-2024	Anomaly detection and documentation. Function calling structure and definition.	Completed	9
14-11-2024	Function definition for function calls, Defining System Prompt, E-chart options modification. Sequence Diagram, Documentation and Discussions.	Completed	9
15-11-2024	Finalized SQL queries for the Tables. Function calling orchestration with Groq, Function Definition, Documentation, Realtime API, Discussions.	Completed	10
Week 3: 18 – 23 NOVEMBER '24			
18-11-2024	Functions for function calls, Modifications to the System Prompt, E-chart options modification and Output verification.	Completed	8
19-11-2024	----Sick Day----	Completed	

20-11-2024	Functions for function calls, Modifications to the System Prompt, E-chart options modification and Output verification. Connection to the Database.	Completed	9
21-11-2024	Finalized Tables, Finalized SQL Queries, System Prompt Design, Function Calling Testing.	Completed	9
22-11-2024	Discussions at WeWork, Function Calling Testing, Function Creation.	Completed	10
Week 4: 25 – 30 NOVEMBER '24			
25-11-2024	Fine Tuning System Prompt, Result Verification. Function and E-Chart Modification.	Completed	9
26-11-2024	Change RAG prompt in Admin Settings, Fine Tuning System Prompt, Result Verification. Function and E-Chart Modification. Model Testing. Discussions.	Completed	9
27-11-2024	Discussions at We Work, Model Testing, Result Verification.	Completed	8
28-11-2024	Fine Tuning RAG Template System Prompt to work with llama3.2-90b, E-Chart modifications.	Completed	8
30-11-2024	Fine Tuning Prompts, Chart Title modifications. Handover Document.	Completed	7
Weekly Totals		Completed	165

\* UPDATE/ADD ROWS ABOVE AS APPLICABLE

CONSULTANT SIGNATURE: NEERAJ SUNIL MENON	DATE: 30-11-2024
SUPERVISOR SIGNATURE: AKHIL ELANGO	DATE: 30-11-2024

\* SIGN OR PRINT NAME AND DATE