Project Update Meeting - Transcript

Date: 02 November 2025
Participants:
- Rahul (Team Lead)
- Sneha (ML Engineer)
- Amit (Backend Developer)
- Priya (Designer)

Transcript:
Rahul: Good morning, everyone. Let's begin. Today's goal is to review the current project progress and finalize the tasks for this week. Sneha, could you start with the machine learning model update?

Sneha: Sure. I have completed the first training cycle of the classification model. The accuracy on the validation dataset is around 91%, but the recall for class B is still low. I plan to try data augmentation and possibly adjust the learning rate schedule to improve performance.

Rahul: Sounds good. Just ensure we don't overfit the model. Let's plan to run experiments until Friday. Amit, how is the backend integration going?

Amit: The API endpoints for data retrieval are ready. I'm currently working on authentication. There is a small issue with token refresh handling, but it should be resolved by tomorrow evening.

Rahul: Okay, prioritize resolving that before moving to the dashboard endpoints. Priya, any updates from the design side?

Priya: Yes, the UI mockups for the user profile page are complete. I've shared the Figma link with the team. I will now start working on the analytics visualization screens, and they should be ready for review by Thursday.

Rahul: Great. Once the dashboard screens are ready, let's schedule a quick review meeting. Anything else to discuss?

Sneha: I may need access to the extended dataset stored on the remote server. Could someone help with permissions?

Amit: I will take care of that. I'll share access by this afternoon.

Rahul: Perfect. Then let's summarize our tasks:

Person	Task	Deadline
Sneha	Improve model recall and run experiments	Friday
Amit	Fix token refresh issue & give Sneha server access	Tomorrow / Today
Priya	Complete dashboard UI screens	Thursday
Rahul	Schedule design review meeting	After dashboard mockups ready