

## **Week 3 – Proposal Submission and AI Agent Development Planning**

**Date:** 20 October 2025

**Mode:** WhatsApp (online)

**Participants:** Anjali, Sandra, Aleksandrs

**Meeting lead by** Aleksandrs

**Meeting notes prepared by** Sandra

### **Purpose**

- Final review and submission of project proposal
- Plan development phase

### **Key Discussion**

- Proposal reviewed and submitted
- Development timeline confirmed (Oct–Nov)
- Agreement on Agile, iterative development
- Initial discussion of ratio calculation and evaluation strategy

### **Decisions**

- Proposal officially submitted
- Development phase begins

### **Actions**

Action	Responsible
Start AI agent implementation	Anjali
Prepare test datasets	Sandra
Support documentation	Aleksandrs