

Week 2 – Proposal Development

Date: 13 October 2025

Mode: WhatsApp (online)

Participants: Anjali, Sandra, Aleksandrs

Meeting lead by Aleksandrs

Meeting notes prepared by Sandra

Purpose

- Develop project proposal content
- Clarify scope and objectives

Key Discussion

- Problem statement refined (manual analysis inefficiencies)
- Agreement on retrospective financial analysis (no forecasting)
- High-level architecture defined (LLM extraction + Python calculations)
- Division of proposal writing tasks

Decisions

- Proposal structure finalised
- Latvian annual reports selected as primary data source

Actions

Action	Responsible
Finalise proposal text	Team
Compile references	Sandra
Draft technical approach	Anjali