

Week 1 – Kick-off and Project Definition

Date: 6 October 2025

Mode: WhatsApp (online)

Participants: Anjali, Sandra, Aleksandrs

Meeting lead by Aleksandrs

Meeting notes prepared by Sandra

Purpose

- Form project group
- Agree on project idea
- Discuss feasibility and assessment requirements

Key Discussion

- Agreement to develop an AI agent for automated financial report analysis
- Focus on annual reports in PDF format
- Initial discussion of AI approaches (LLMs + Python)
- Confirmation that GitHub will be used as the project portfolio

Decisions

- Project topic approved
- WhatsApp selected as main communication channel

Actions

Action	Responsible
Start proposal drafting	Team
Explore technical feasibility	Anjali
Review assessment rubric	Sandra