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| Meeting with solid fill | Minutes of meeting |

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| Date | 25/10/2024 | Time | 3:15 PM | Facilitator | Mazen Arafat |
| reviewer | Shehab Magdy | leader | Shehab Magdy / Fares Ahmed | version | 2.0 |

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| attendees | |
| Name | ID |
| Shehab Magdy | 22011558 |
| Fares Ahmed | 22010182 |
| Mazen Arafat | 22010202 |
| Abdulrahman Elremaly | 22011460 |
| Mohamed Mahmoud | 22010231 |
| Samy Adel | 22010107 |
| Mohamed Yasser | 22010234 |
| Ahmed Fekry | 22010317 |
| Khaled Rabie | 22010332 |

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| Time | Item | Owner |
| 3:20 | Defining roles for each member | Shehab Magdy |
| 3:30 | Explain each role and what should each one does in his role | Shehab Magdy |
| 3:50 | Define people and roles for feature one | Shehab Magdy |
| 4:00 | Explain API and backend for team members and how to implement in different environment | Fares Ahmed |
| 4:00 – 4:30 | Break for Asr prayer |
| 4:30 | Discuss project architecture | Fares Ahmed |
| 4:50-5:20 | 1. Discuss how RAG models work 2. Discuss how RAG works with API services 3. Sharing API services across team members 4. Added Lang chain to learning tasks this week | Fares Ahmed  Shehab Magdy  Mohamed Mahmoud |
| 5:30 | Discuss the role for backend API member | Fares Ahmed  Shehab Magdy |

**Total hours this week:**

**Meetings:** 3.5h

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| NEXT meeting |

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| Date | 1/11/2024 | Time | 8:00 PM | **Place** | ONLINE |