

1. Agenda Recap

- 1. Review and decide on the three approaches to meeting-minutes generation.
- 2. Confirm next-week deliverables around AI explanation and roadmap.
- 3. Capture action items for Option 3 implementation.

2. Key Discussions & Decisions

#	Topic	Discussion Highlights	Decision
2.1	Minute-generation approaches	- Compared Option 1 – fully automated and Option 2 – manual with Option 3 – hybrid “fully” approach (capture + AI post-process)	<i>Options 1 & 2</i> moved to Backlog . Proceed exclusively with Option 3 .
2.2	AI stack for Option 3	Short-listed models: ChatGPT (reference), Claude, Llama 3.2 (baseline) , Mistral-B. Must be <i>future-accessible & locally deployable</i> .	Agree to start proofs of concept with Llama 3.2 , keep others as fallback.
2.3	Meeting templates	Stakeholders will supply Working-Group / IPT / Stand-up templates. If user skips selection → default Standard template; otherwise chosen type is passed in prompt.	No disruptive pop-ups; selection remains optional.
2.4	AI prompt-flow transparency	Need visual flow-chart (Meeting start → audio/url capture → AI inference → minutes return). Also explain offline / poor-network behaviour and AI perks.	Flow-chart & narrative to be demoed next week.
2.5	Roadmap structure	Detailed week-by-week sprint log focusing solely on Option 3 required. Include resource gaps as Git issues.	Roadmap draft due next meeting.

3. Action Items

Owner	Action	Due
Simon	Draft full roadmap for Option 3 (weeks / sprints, milestones, resourcing)	15 May 2025
Rongze	Insert optional template picker (no pop-up) with default = Standard; feed choice into prompt payload	Sprint 3

Owner	Action	Due
Yuheng	Build flow-chart of AI prompt journey and prepare slide explaining fail-safe (offline/no-network) behaviour + benefits	15 May 2025
Tianxiang	Spin up Llama 3.2 sandbox; benchmark against ChatGPT & Claude; log findings	22 May 2025
Others	Raise Git issues for any additional resources or blockers identified during roadmap drafting	Ongoing

4. Next-Week Focus (Sprint 11 Kick-off)

- **Show-and-tell:** AI prompt flow-chart & transcript demo.
- **Roadmap review:** Walk through weekly plan for Option 3.
- **Template hand-off:** Collect final Working-Group / IPT templates from stakeholders.
- **Tech spike results:** Early performance notes from Llama 3.2 sandbox (if available).

5. Adjournment

Meeting closed at **7 : 05 PM**.

Next meeting scheduled for **Thursday, 15 May 2025, 6 PM** (CSIT Hive).

Minutes prepared by: Simon Liu – Meeting Assistant Team