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**Project Nelissen Collaborative Plan**

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Table of Contents

[1. Roles and Responsibilities 2](#_Toc179340076)

[2. Goals 4](#_Toc179340077)

[3. Purpose and Objective 5](#_Toc179340078)

[4. Communication Plan 6](#_Toc179340079)

[5. Team Collaboration and Support 7](#_Toc179340080)

# **1. Roles and Responsibilities**

To ensure the success of our group project, it is important that each member understands their designated roles and responsibilities. This section highlights the specific tasks assigned to each member ensuring accountability and t collaboration within the project.

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| --- | --- |
| **Members** | **Assigned Role** |
| Joep de Kock | *Contact/spokesperson* |
| Floris van Dun | *Note Taker* |
| Gracia Mamgani | *Scrum Master* |

**Definition of Roles**Contact/spokesperson serves as main contact person for the team, ensuring effective communication between members and supports coordinating the groups process.

Note Taker takes key notes during meetings with the stakeholder or conversations with our Tutors. And makes sure those notes are well documented for the team.

Scrum Master ensures the project stays on track by managing deadlines and milestones. This includes organizing standups and sprint reviews to gather feedback and reflect on our process.

**Group division as of week 6**  
For the group division we made sure that everyone in the group has an important part of the project that they will work on. These parts will in the end all work together to create our product. Even though we split the project up into parts we will still make sure to work together on them by asking questions and having meetings with the group. We will do this to make sure that we are all on the same line and know what each of us is doing.  
  
**Gracia:** will be working on the chunking part where he will create a system that will create chunks of the pdf’s based on keywords. This can later be integrated into the prompting part that Joep and Floris are working on. **Floris:** will work together with Joep to improve prompting by researching and testing out different types of prompting. Like using chain of thought prompting and other different methods. **Joep:** will be working on researching the different types of LLM that we can use. He will extract the parameters from a text chunk himself and compare the results to different models. He will also do literature study into the different models and write down the pros and cons of each of them.

Overall, everyone is responsible for delivering their work on time, maintaining good communication and presence.

# **2. Goals**

Our shared goal is to successfully accomplish all group objectives and ensure the work is completed and submitted on time, meeting all deadlines.  
  
**Key Questions**

* How can we optimize the performance of our LLM model?
* Which prompting strategies/methods can be applied to improve the extraction of the right data (based on parameters)
* What are the strengths and weaknesses of different types of LLM’s we are considering applying in our context (which LLM’s will fit in our context and why).
* How can we validate the extracted data from the LLM? (Comparing it with a Rule-Based extraction system or let the stakeholders from the Nelissen company validate the data that has been extracted by the model.
* How can we extract parameters from a large number of projects instead of being limited to a single project document?
* Which chunking techniques can be applied to benefit the LLM model (to help against token limitations)
* Which Vectorization and Semantic Search techniques should be applied within our context.

Each Thursday and Fridays we hope show our findings and results of some key questions that we are researching, implementing and evaluating which we would like to show you in a presentation.

# **3. Purpose and Objective**

The team should work together to implement their assigned strategy, analyze the results of the implementation to draw meaningful conclusions. In which the conclusion could state why the applied strategy should be applied within our context and what kind of positive impact it has on our current tool. The overall goal as a group is to present a collection of findings and results by next Friday, reflecting the group process.

**Objectives**

* **Explore Prompting Strategies**: Analyze how different prompting strategies affect text output and determine the most effective approach. The goal is to identify which prompt strategies work the best on different parts of the text.
* **Explore Chunking Strategies:** Analyze how implementing Feature Extraction in combination with Text Chunking could benefit the LLM, after feeding it with a preprocessed chunk of text.
* **Explore Testing Approaches:** What kind of developing testing strategies can be applied to validate the output of the LLM, using prompting which should generate an output of extracted parameters from the “bestek” documents.
* **Analyze Strategy Results:** By analyzing the results of the implemented strategies, meaningful conclusions can be drawn about their effectiveness. This will help determine whether a strategy is beneficial for our current tool and why, or if it should be avoided, along with the reasoning behind that decision.

**Key Deliverable**  
For each Thursday and Fridays, our team intends to present the group's current progress by showcasing what has been accomplished. This includes the implementation of various strategies, why these strategies align with the project scope, and evaluation of results, an overview of both positive (what went well) and negative (what challenges were encountered) outcomes. Finally, we also provide an overall conclusion of our process.

We intend to present the progress in the form of a short presentation, which we also include as the last slide and a plan for the upcoming week which will outline our next steps.

# **4. Communication Plan**

The team will schedule regular check-ins to share each member's progress. These check-ins will include daily standup meetings lasting 15 to 30 minutes, where we discuss our progress and inform each other about our tasks for the day. Additionally, we will hold regular meetings every Thursday and Friday with our Technical and Process Tutors. Our Technical Tutor will be updated on our progress regarding technical aspects, while the Process Tutor will focus on our overall workflow. However, both tutors will get informed on the entire team's activities for the week.

**Shared Platforms**  
We aim to use Collaborative Cloud Platforms, such as **Trello** and **Teams** to track our process on assigned tasks and discuss project related things in Teams.

* **Teams:** Mainly used for daily standup meetings from 9:00 AM to 9:30 AM, where we will discuss the day’s plans and individual goals for each group member. Additionally, we will use SharePoint within Teams to upload documents related to our research on implemented strategies / findings, enabling tracking and feedback from the team.
* **Trello:** Will be used as our task planning and management tool, where we will set milestones and assign tasks. This will help us track progress, such as the status of each task. Additionality it will also be used to organize the priorities and deadlines making it easier to stay aligned with project goals.

**5. Team Collaboration and Support**In any collaborative project, supporting your team members is key to success. To achieve this, we will implement various methods to ensure we effectively support one another (used [source](https://ca.indeed.com/career-advice/career-development/collaborating-project) ).

**1. Open and Effective Communication**Before assigning tasks and setting deadlines, we should first define common goals for the team to strive for. This will help each member feel that their work is meaningful to the project.  
  
**2. Be Transparent**When communicating, it’s important to be honest with each other. Honesty helps us move forward instead of holding us back. It builds confidence within the team and allows members to seek help when they are struggling to complete a task. Through open and honest communication, others can step in to assist or reassign tasks, so everyone works in areas where they feel more comfortable.  
  
**3. Request Regular Feedback**Asking for feedback from team members helps identify areas within the group’s processes that need improvement. Members can evaluate how things are working and suggest ways to enhance collaboration throughout the project. This demonstrates that each member values others' opinions and is committed to improving the group’s collaborative process.  
  
**4. Schedule regular updates and check-ins**Having regular meetings, such as daily stand-ups, is an effective way to hear updates from team members about their progress and any challenges they may be facing. This ensures that all team members stay informed about each other's work and remain aware of the overall progress.