**Meeting Minutes**

**Team**: SMV – Smart Q&A **Date**: January 25, 2018

**Facilitator**: Matt Rosenbloom

**Recorder**: Zach Brownlow

**Attendance**:

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| Christina Mara  Will Rea  Matt Rosenbloom  Zach Brownlow | Ignacio Dominguez  Margaret Heil  Robert Fornaro  Nick Freeman |

**Intro**

* Meeting starts out with Matt introducing himself again since his connection was bad during the first Hangouts meeting.
* Matt brings up the requirements and gives a brief summary of them. Questions are brought up about the distinction between programming language and communication language.
* Questions are also brought up about including database information in the requirements. We respond that we’re not sure about the best way to do it yet, but we discuss whether a SQL database is actually the best method, and we decide that we can talk about MySQL in the requirements and just change it later if we need to.
* Ignacio informs us that he just sent out a MySQL database.

**Progress with NLTK**

* Will goes over his progress with NLTK. He brings up skipping from chapter 1 to 5.
* Matt goes over his progress with NLTK. He talks about how synsets may be helpful.
* Zach goes over his progress with NLTK. He discusses synonyms and hyponyms and the material in chapters 2-4.
* Christina goes over her progress with NLTK. She discusses chapters 1 and 5, but says that she also looked over several projects on GitHub that use NLTK.
* We confirm that we are comfortable continuing and starting to write actual code.

**Demo**

* In our demo, we show off stemming with different stemmers, tokenization, lemmatization, question words, removing stopwords, finding synonyms, and tagging parts of speech.

**Further discussion**

* Dr. Fornaro asks how to import data with NLTK. We bring up that it’s easy once we have the data in Python, and bring up opening text files as an example.
* We are asked as a follow-up question how the toolkit processes and stores data. We answer that it stores text as a list of tokens.
* We discuss the next step in getting our data to work with NLTK. We mention that it will be helpful to look into stemming, stopword removal, and matching important words.
* We are asked how we are working as a team. We answer that we have been researching individually and then meeting to discuss what we learned and get up to speed. We bring up that it will be easier to divide tasks between people once the tasks are more set in stone.
* Ignacio mentions that we are free to come up with our own subjects for testing the program.
* Dr. Fornaro asks if anyone in the group has ever taught, and Zach brings up his experience with teaching engineering summer camps. Dr. Fornaro moves on to this and talks about how we can try to figure out how to anticipate questions.
* Dr. Fornaro and Ignacio discuss getting us access to the demo site for SMV.
* We discuss moving onto a body of material without predetermined questions, but that is further in the future than we currently need to think about.
* Ignacio asks for clarification on the statistics that the requirements say will be shown. More specifically, he asks how to quantify data and give one helpful scalar number. Matt answers that we can use some sort of confidence level.
* Dr. Fornaro asks if we are satisfied that the project involves a lot of research and not as much coding. Matt responds that it’s more fun and not having to build up a huge complex program is nice.
* We discuss how often meetings should be, and are going to move to a biweekly schedule.
* Will asks if he’s allowed to talk to his dad’s coworkers who have experience with NLP about the project, and the answer is to use any resource that we can. It is brought up that nothing has been done about signing over our IP rights.
* We ask Ignacio about the PHP component, and he responds that we will get a skeleton but will still have to work on it to integrate it with what we make.

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| **Action Item** | **Person Responsible** | **Due Date** |
| Import the information in a readable format | Team | 1/26 |
| 1st OPR | Team helps prepare  Will presents | 2/6 |
| Get an implementation working that actually processes the text | Team | 2/8 |

**Meeting Evaluation: Positive -** Had a lot of progress to report. **Negative -** We didn’t have many questions to ask

**Next Meeting:** <Thursday, February 8, 2018 at 11:30 am> General checkup to discuss our progress and where to go next