

Devforge - AI Environment Meeting Minutes

First Deliverable: Project Plan

- **Project Objectives** summarise in 300 words or less what the project seeks to achieve, and why.
- **Project Plan** provide a sprint plan for the project which encompasses all deadlines
- **Roles** define the roles each team member plays and provide a brief description of what this role entails.
- **Architecture** setup and provide evidence of your cloud environment for the project.
- **Data Plan** what data will you use and/or generate? Provide evidence that it is sufficient for the scope of the project within the addressed challenge and its corresponding evaluation. I.e., also note evaluation data needed.
- **Github** evidence that all members of the team have made regular non-arbitrary commits to the team github repo (for example minutes of meetings, design diagrams, sections of the project plan document or figures, code snippets, other documentation, etc.)
- **Team Management** evidence that regular team meetings are taking place, in what format, and provide well-structured minutes of these meetings. Demonstrate the tool you are using to record and define sprints, assign tasks and check in on progress.

Due: 9th June 2025, by 17:00 Dublin Time

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Key Module Dates

- **Project Plan:** 9/6/2025 (basis for first feedback discussion)
 - **Interim Presentation / Demo:** 23/6/2025
 - **Final Presentation / Demo:** 4/8/2025
 - **Team Report:** 19/8/2025
- 30%
30%
40%

Date and time of the meeting	Thursday 7th June at 10am
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Names of attendees and absentees	Gokul - Present Nishal - Present Kshitij - Unavailable Yash - Present Martins - Present
Key discussion points	Main Topic <ul style="list-style-type: none">• Make Project Plan• Add stories to dashboard jira• Make commit to github (architecture diagram), (minutes document)• Assign roles• Document work for the architecture• Discussion of the roles: Project management, software developer, user experience evaluation communication <p>Feedback to incorporate from Probal</p> <p>“Please document all your work. All your thoughts and processes you want to follow and work. That's very important.”</p>
Decisions made	<ul style="list-style-type: none">• Meeting daily• To do Weekly sprints• Research how we'll do different parts of our project, main technology being used will be Python• Project objectives - Yash• Project Plan - Kshitij• Roles• Architecture - Gokul• Data Plan - Nishal• Github - Everyone• Team Management - Martins
Next meeting details (if set)	(Standup Call) each day proposed at 10am.