CIRPAE Team Meeting

Meeting called by:	Naveed	**Type of meeting:**	Supervisor
Chair:	Zahin	**Note taker:**	Zahin

Attendees: Thomas, Huy, Numil, Habib, Zahin, Naveed (Supervisor)

Apologies Aidhan

Minutes

Agenda item:	Demonstrate project development progress	**Presenter:**	Zahin

Discussion:

- o Demonstrating the program: Gradio interface and OpenAI knowledge base was shown to the supervisor. Ongoing implementation for the project is the custom knowledge base which was discussed with the supervisor.

- o Supervisor feedback: Supervisor is content with the progress of the project.

- o Project presentation: The possible time windows for the upcoming project presentation have been released. Supervisor has asked the team to provide two time slots that would be convenient.

- o Previous document submissions: Supervisor will go over the previous canvas submissions in next week's meeting.

- o Project repository check: Supervisor will check the GitHub repository, project board and meeting minutes to ensure content is up to date in next week's meeting.

Conclusions:

- - Supervisor content with current state of development.
- - Need to confirm the project presentation time slots.
- - Next week, supervisor will have a look at the GitHub repository, project board and meeting minutes to ensure everything is up to date.
- - Next week, supervisor will go over previous submissions to provide feedback.

Action items	Person responsible	Deadline
✓ Confirm the project presentation time slots	Whole Team	10/05/2023
✓ Ensure repository, project board and meeting minutes is up to date.	Whole Team	10/05/2023