Outlook

Meeting minutes - Kickstart<>JBIET Mentor Hours | AI Teacher

From MeetGeek <app@meetgeek.ai>
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MeetGeek

Hey there, Chetan Kavitake shared the meeting notes with you

Friday 25 April 2025 · 08:30 - 09:16 UTC

Kickstart<>JBIET Mentor Hours | AI Teacher

Pragnya Pramita Mishra Yash Tyagi Ritesh

Meeting Summary

View Meeting

AI summaries may contain mistakes. Consider checking important information.

The meeting covered several key topics related to data types, storage solutions, API development, and chatbot functionality. Ritesh explained the use of PDFs and student data, emphasizing the importance of generating answers from PDFs using a vector database and managing user queries through an API that interacts with a Postgres database. The team discussed the significance of conversation history in maintaining contextual relevance and the necessity of generating embeddings for student queries. Ritesh also highlighted the efficiency of the chatbot in processing inputs and generating outputs quickly. Additionally, prompt engineering techniques were reviewed, and the need for a clear deadline for product completion was established, with an action plan for Yash to update the team on progress. Overall, the meeting provided valuable insights into data handling, API response generation, and the development of a contextualized query system.

Next Steps

- Ritesh proposed an action plan to implement the discussed API response generation process, indicating that he could demonstrate the implementation within two to three hours. This plan outlines the immediate steps to be taken to ensure the process is operational and efficient. **(12:56)**
- Ritesh outlined a clear action plan for Yash, indicating the need to create a new repository and configure the environment for data processing. This plan includes specific tasks such as ingesting PDF files into vectors and ensuring the process remains consistent despite changes in data volume. **(32:27)**
- An action plan was discussed, highlighting the necessity for Yashk to complete the product and update the team on its status. The plan includes setting a clear deadline for the product's completion and scheduling a follow-up call to discuss progress. **(44:33)**

AI Insights

View Details

The meeting demonstrated a mixed performance across key performance indicators (KPIs). The Action Plan Completeness was notably low, with several instances indicating a lack of specific tasks and deadlines, although a few discussions did yield some actionable items. Commitment Levels varied, with several participants showing high enthusiasm and readiness to engage with the action plan, while others exhibited moderate commitment without explicit follow-through. Feedback Engagement was generally positive, with participants actively discussing and responding to feedback, indicating a willingness to improve. However, Goal Clarity was inconsistent, with some goals being well-defined and actionable, while others lacked specificity and measurable outcomes. Overall, while there were positive aspects in terms of engagement and commitment, the meeting fell short in establishing a comprehensive action plan and clear goals.

Topics & Highlights

View Meeting

1. Data Types and Storage Solutions (01:11)

• The meeting highlighted the importance of understanding the types of data being used, specifically PDFs and student data, and their respective storage solutions. Ritesh emphasized the need to generate answers from PDFs using a vector database, which is a crucial insight for the team. **(01:11)**

2. API Development and User Query Handling (04:48)

• The discussion provided insights into the process of developing an API that handles user queries effectively. It emphasized the importance of understanding user authentication and data retrieval from a database, which are crucial for building a responsive API. **(04:48)**

3. API Response Generation Process (09:22)

• Ritesh proposed an action plan to implement the discussed API response generation process, indicating that he could demonstrate the implementation within two to three hours. This plan outlines the immediate steps to be taken to ensure the process is operational and efficient. **(12:56)**

4. Conversation History Management (13:03)

• The team discussed the importance of conversation history in the context of LLMs, emphasizing that it plays a crucial role in maintaining the flow of interaction and ensuring that responses are contextually relevant. This understanding is vital for improving user experience and system functionality. **(13:14)**

5. Discussion on Chapter 11 Testing (15:34)

• The discussion highlighted the process of managing user input and conversation history, emphasizing the importance of generating embeddings and conducting similarity searches using a PDF vector database. This provided insights into the technical aspects of the project and the methodologies being employed. **(15:54)**

6. Use of Text Data and Embeddings (17:29)

• The team learned that embeddings are not necessary for student data, which can be sent directly as text. This insight helps streamline the data processing workflow, emphasizing the distinction between types of data and their handling requirements. **(17:34)**

7. Use of Text in LLM Context (20:07)

• Ritesh highlighted the importance of using text directly for LLM integration instead of creating embeddings,

which simplifies the process. This insight is crucial for the team to understand the most efficient way to utilize the LLM in their project. (20:07)

8. Contextualized Query System Development (22:40)

• Ritesh explains the process of creating a contextualized query system, highlighting the steps involved in formatting prompts and extracting student data. This includes connecting to a database and performing SQL queries to gather necessary information, which is crucial for understanding how to effectively process user queries. (28:26)

9. Embedding Generation and Query Response (29:50)

• The meeting highlighted the importance of generating embeddings for student queries and combining them with relevant context to provide personalized responses. Ritesh emphasized the need to focus on accurate help that addresses the query while considering the student's situation. (30:11)

10. Data Processing and Functionality (32:27)

• Ritesh outlined a clear action plan for Yash, indicating the need to create a new repository and configure the environment for data processing. This plan includes specific tasks such as ingesting PDF files into vectors and ensuring the process remains consistent despite changes in data volume. (32:27)

11. Chatbot Functionality Discussion (37:06)

• The meeting highlighted the chatbot's ability to analyze questions and provide outputs rapidly, showcasing its efficiency in task execution. Ritesh provided examples of input formats and expected responses, illustrating the chatbot's capabilities in real-time processing. (40:02)

12. Prompt Engineering Techniques (40:48)

• Ritesh explains the concept of prompt engineering, detailing how to extract keywords and generate questions effectively. This discussion highlights the importance of understanding prompting techniques in the context of user assistance and entity extraction. (40:48)

13. Deadline Setting for Product Completion (44:21)

• An action plan was discussed, highlighting the necessity for Yashk to complete the product and update the team on its status. The plan includes setting a clear deadline for the product's completion and scheduling a follow-up call to discuss progress. (44:33)