Previous meeting minutes: Semester 2, Week 0

- Details of meeting: 2pm, 18/7/24, Zoom
- Minutes prepared by: Matthew Fowler
- Attendance: Matthew Fowler, Keefe Zebastian Dela Cruz, Dr Matthew Berryman
- Apologies: Derek Abbott, Addy Dhingra

Summary

Upcoming milestones

Milestone	Due date	Countdown
Final Report Draft	2024/10/07	11 weeks

Assigned and completed actions

Action	Due date	Assigned to	Status
Add Project Plan to wiki	NA	Keefe	Ongoing
Issue #32	20/05/24	Addy	**Overdue**
Finalise errors/testing for Issue #41	30/05/24	Matthew	Completed
Acquire solutions and options for API's to use for the menu functionality.	1/8/24	Keefe	**Overdue**
Begin implementation of the Spoonacular API	15/8/24	Keefe	Ongoing
Complete multi response handling	1/8/24	Matthew	Ongoing
Research into executing multiple LLM models in order for testing performance	15/8/24	Matthew	Ongoing
Research into a Local LLM solution than can be ran on device.	1/8/24	Matthew	Ongoing

Budget status

Budget	Status	Total ($)
Total		**+750**

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Meeting minutes

1. **Review minutes from previous meeting**
   a. *Minutes Confirmed – No Changes Required*
2. **Discuss upcoming milestones and consult weekly plan from handbook**
   a. *Final Report Draft*
      i. Draft is not being prioritised at the moment as the group continues to work on the actual project and coding that is occurring.
3. **Status updates for each student**
   a. *Matthew*
      i. *Complete issue #46*
      ii. *Created retrieve endpoint in python code to use.*
      iii. *Started issue #38, currently using phrase engineering to generate multiple responses*
      iv. *Considered creating a testing harness to use for testing the different LLM models for speed.*
   b. *Addy*
      i. *No work completed, no updates*
   c. *Keefe*
      i. *Has reached out to OpenMenu about acquiring the API key.*
4. **HSW update**
   a. *Nothing to report*
5. **Project risk register update**
   a. *Nothing to report*
6. **Budget update; requests for further expenditure**
   a. *Nothing to Report*
7. **Any further business**
   a. Matt B. suggested there is no need for a multiple response endpoint, and rather the team should look into modifying the request to the LLM as it already returns a array, to see if that will generate more responses.
   b. Matt B. will follow up with the group on how they are to make queries regarding location data.
   c. The group should be able to go out and get most API keys for testing the different LLM models. Matt B suggested that he can assist in reaching out for these where required.
8. **Review actions and tasks for upcoming week**
   a. *Addy has not provided any updates for the previous fortnight*
   b. *Matthew F will now complete the multiple responses from a LLM issue, along with beginning research into testing LLM's and running Local LLM solutions.*
   c. *Keefe will begin implementation once receiving API keys*
   d. See summary table on previous page.

Attachments

1. Status updates from each student (provided prior to meeting)

Student	Updates
Matt F.	- Completed the issue #38, awaiting any changes required by M.B. on the PR. - Began researching how to execute Issue #3 of the ChatGPT branch, looking at using the suggested list of different models to test the "performance" (for now just the speed) of different models available. Little progress has been made in any code though. - I also began research into executing the tasks in issue #34 (Local LLM), with my current focus being on using a trained version of ChatGPT 2, which is apparently lightweight enough to execute the behaviour that is desired, whilst also doing a good enough job to hold over while offline. I see this solution as a safety net for the user, with it only switching to the local LLM when offline and relying on available online models when given the opportunity. At least, until a native LLM model for IOS is available that can achieve a more comparable performance offline. (I also see this issue as potentially being extended to merge with the multiple input functionality added in #38, to allow for the suggestion of 3 possible selections, one generated online, one via the local LLM, and one that has been selected previously).
Keefe	
Addy	