Computer Engineering Department
CS491/2 Senior Design Project I/II

Meeting Minutes Document

MEETING AGENDA

CS491 Team ID:	TBD		
CS491 Project Name:	PromptShield – Privacy Layer for Safe Use of AI Assistants in Companies		
Date of Meeting:	08/10/2026	**Time:**	21:00 – 21:25

1. Meeting Objective

Idea proposal meeting (Meeting 1)

2. Attendance at Meeting

Student ID	*Name*	*E-mail*	*Attended (Y/N)*
22301172	Leyla Abbasova		Y
22201178	Zaeem Masood Sheikh		Y
22301186	Farrukh Mammadov		Y
22301574	Shahin Ibrahimli		Y
Instructor I	Mert Bıçakcı		Y
Instructor II	Hüseyin Acacak		Y
Supervisor	Cevdet Aykanat		N

MEETING MINUTES

Write down the subjects discussed during the meeting and clearly indicate assigned tasks, actions planned, deadlines that is advised/planned to be executed below.

3. Topics, Issues discussed during the meeting and Decisions taken
1. Idea proposal: The team presented the project idea, PromptShield, a privacy layer that lets companies use AI assistants (such as Claude) without exposing confidential company information.
2. Instructor feedback: The instructors found the idea innovative. They noted that companies already pay large amounts for enterprise AI contracts that promise to keep company data safe, but the responsibility for protecting that data still falls on the company itself. A product that addresses this would be preferred by companies like theirs.
3. Market research: The instructors advised further research and a market analysis to check whether similar solutions already exist. Status: The team has already carried out initial market research and found no existing solution of this kind. Action: Document the market research findings. (Responsible: All team members)
4. Expert consultation: The instructors advised the team to discuss the idea with an innovation expert. Action: The team is arranging a meeting with the innovation expert. (Responsible: All team members)
5. Decision: The team will continue developing the PromptShield idea, incorporating the instructors' feedback. The next meeting will be scheduled after the deliverable.

4. Next Meeting (if planned)			
Date:	TBD (after the deliverable)	**Time:**	TBD
Objective:	Project progress discussion following the deliverable		

**Please fill this form,convert it to pdf and rename it,then submit it to course advisors & supervisor via e-mail, no later than 24 hours after the meeting.*
Naming of the document: TeamID_MeetingMinutesReport_MeetingNo_Date_documentversion.**pdf
*(Example: **T2301_MeetingMinutesReport_01_15102023_v1.pdf**)*