Internship Project Planning Document

Project: Leo – Ordolio chatbot assistant

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1. Who – Understanding the Context

Company: Ordolio
Department: Artificial Intelligence & Development

Ordolio is a technology-driven company that focuses on enhancing user experience through digital innovation. The organization is in a growth phase and aims to provide more personalized, intelligent, and intuitive services to its users. As part of this strategy, the company initiated a project to integrate AI solutions into its platform to streamline user interaction and drive business insights.

The internship took place within the AI and Development team, under the guidance of both technical and business mentors, contributing to a real-world product aimed at improving Ordolio's digital capabilities.

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2. What – Objectives of the Internship

The main goal of this internship was to **design and develop a functional AI chatbot** that serves multiple purposes on the Ordolio platform.

Specific Objectives:

- Develop an intelligent chatbot capable of assisting users with:
    - Navigating the website.
    - Finding and managing event-related information.
    - Receiving personalized business advice.
- Ensure the chatbot is user-friendly and adaptable to various user needs.
- Support the company's objective of improving the digital experience and driving customer engagement.
- Demonstrate AI capabilities as a core feature of the Ordolio platform to both users and stakeholders.

The chatbot is expected to be a **key feature** that enhances user experience and reflects the company's technological innovation.

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3. Why – Business Case

The development of the chatbot aligns with Ordolio's broader business goals:

Value Proposition:

- **Enhanced Usability:** Users often face difficulties navigating websites or finding relevant information. The chatbot addresses this by providing immediate assistance.
- **Customer Retention & Growth:** A responsive and intelligent chatbot can lead to better user satisfaction, which may translate into higher retention rates and increased user acquisition.
- **Innovation Showcase:** Introducing a sophisticated AI assistant helps position Ordolio as a forward-thinking tech company.
- **Operational Efficiency:** Reduces the workload on support staff by handling frequent queries and automating repetitive tasks.

In essence, the chatbot serves as both a tool for internal improvement and a showcase of Ordolio's commitment to smart, user-focused technology.

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4. When – Internship Timeline and Planning

Internship Duration: 13 weeks

The internship followed a structured and iterative development cycle, including weekly planning, development sprints, progress tracking, and regular evaluations.

Weekly Planning:

Each week began with:

- Review of the previous week's completed tasks and encountered challenges.
- Setting clear, measurable goals for the current week.
- Updating task statuses and priorities in Jira.
- Scheduling check-ins or follow-ups where needed.

Planning

During weeks 2–5 (Initiation phase), I focused on planning, tool exploration, and rapid prototyping using GPT-TRAINER. The initial objective was to define the scope of the chatbot, analyze the project requirements, and explore the available tools and technologies. This included comparing language models, frameworks like CrewAI and LangChain, and vector databases such as Qdrant and Pinecone. I also began setting up the development environment and validating core ideas using low-code experimentation. In weeks 4–5, I started writing and testing basic prompt-response code, which helped uncover potential implementation challenges early. These iterations were crucial in adjusting my development strategy before diving into full-scale realization.

From weeks 6–13 (Realization phase), the focus shifted to building and refining a fully functional system. In weeks 6–10, I dockerized the entire backend architecture, integrating services like Redis for memory, Qdrant for semantic search, and FastAPI for the API layer. A basic user interface was developed and linked to the backend logic. This foundation enabled end-to-end communication from the frontend to the AI backend. Throughout this phase, I continuously iterated and tested components to ensure stability and modularity.

In the final stage (weeks 11–13), I developed and integrated custom features such as tailored CrewAI tools, support for contextual memory, and event-based user queries. The chatbot was enhanced with improved conversation flow, dynamic intent detection, and personalized event analysis capabilities. Significant effort also went into improving the design and user experience of the chat interface. Finally, I deployed the project to AWS using Docker Compose and EC2, tested the system in a cloud production environment, and documented the deployment pipeline. These final sprints were complemented by feedback sessions with my mentor to ensure alignment with internship goals and user needs.

Tools & Methods Used

- **Project Management:**
  Jira – used to create tasks, log bugs, track progress, and manage timelines.
- **Progress Reporting:**
  Weekly Reports – submitted every Friday, include:
    - **A summary of completed work**
    - **Challenges faced and resolutions**
    - **Practice skills and learned**

- **Mentorship & Communication:**
  Biweekly Meetings – used to align expectations, demo progress, receive technical and strategic feedback, and reprioritize objectives where necessary.

🔶 5. Communication – Follow-Up and Reporting Structure

Maintaining clear and consistent communication was essential throughout the internship to ensure alignment with company goals and mentorship.

Communication Workflow:

- **Weekly Reports:** Sent to the mentor every Friday. These included:
  - A summary of completed work.
  - Challenges faced and how they were addressed.
  - Upcoming tasks and needs for support.
- **Biweekly Meetings:** Conducted over video or in person, focusing on:
  - Project progress updates.
  - Technical and strategic feedback.
  - Course correction and support as needed.
- **Asynchronous Tools:** Jira and Teams were used for day-to-day communication, if any kind of question arises

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6. Who is Who – Team & Responsibilities

AI Intern Specialist :

- Primary role in designing and implementing the chatbot.
- Worked on both the backend logic and AI behavior.
- Collaborated with the developer and mentor to integrate the bot into the Ordolio website.

Mentor (Company Boss & Cloud Specialist):

- Supervised the overall progress of the project.

- Provided business direction, cloud infrastructure support, and project objectives.

Alexander – Main Coder:

- Collaborated on the technical integration of the chatbot.
- Responsible for front-end/backend implementation and debugging.

This team structure ensured that the project was aligned with both technical feasibility and business strategy.