

FYP Meeting on 17/10/2023 - Meeting Minutes Notes

Dear. Dr Lilit,

I wanted to follow up our recent supervision meeting that took place on the **17/10/2023** at **13:30pm - 14:00pm**. As promised, I have created a meeting minute. Please find below a summary of the meeting minutes.

What we have discussed so far during the meeting.

Reviewed and Provided feedback for the Gantt chart, making sure that the deadlines for completing each task is not too optimistic.

Reviewed background research, and provided guidance on how to review papers, and avoid delving too much into the results, but rather information related to discussions, and related works in the research.

What actions have been done

Dr. Lilit:

Detailed and insightful feedback for the Gantt charts. Making sure that start and end dates are set according to my experiences, rather than optimistic as it can result into overestimating the effort and underestimating potential setbacks that may occur in the project.

Provided insightful guidance on how to review research papers. Try not to invest too much time in certain sections in the paper, particularly if there are sections that are irrelevant to my background.

Myself:

I have appended the improvements based on the comments and accepted the changes in the Project definition form as suggested by you.

Responsibility

Myself

Avoid looking at result sections where they will use formulas and statistics that will be hard to understand, but instead focus on the discussion section as it will provide insightful information in the research.

Focus on research papers that match the search criteria's set in the search query in Google Scholar, Resarchgate etc.

Try not overestimate efforts, and avoid being optimistic when setting start and end dates for each task in the Gantt chart.

What we have agreed to

Making sure that I set reasonable deadlines for each task.

Avoid looking at result sections where they will use formulas and statistics that will be hard to understand, but instead focus on the discussion section as it will provide insightful information in the research.

For the next two weeks focus on the background research, finding more research papers and journals.

Research technologies and platforms that will be used to implement deliverable.

What actions need to be done

Myself

For the next two weeks focus on the background research, finding more research papers and journals.

Research technologies and platforms that will be used to implement deliverable.

Complete ethics approval form before **8th December 2023**.

Thank you very much for the meeting, and for taking your time reading this e-mail. I am looking forward to seeing you in two weeks time.

Kind Regards,
Ibrahim Ahmad