

## **FYP Meeting 25/09/2023 - Meeting Minutes**

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Mon 25/09/2023 14:51

To: Lilit Hakobyan <l.hakobyan2@aston.ac.uk>

Dear. Lilit,

I wanted to follow up our recent supervision meeting that took place on the **25/09/2023** at **12:00pm - 12:45pm**. 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.**

- We have gone over the final year project's assessment criteria.
- You have discussed about the importance of software project management, and an overview of the phases for the project.
- We have agreed upon on a date where the upcoming supervisory meetings would take place, which is every Tuesdays at 1pm.
- The importance of project planning.
- The marking weights for the project.

### **What actions have been done**

- Scheduled FYP weekly meetings.
- Focus on the background research in order to gain interest in specific topics.

### **Responsibility**

- It is my responsibility to make sure that I keep you informed if I have personal commitments that will affect my schedule for the project supervisory.
- I must make sure that I do a weekly project diary to log what I have done so far in the project.

### **What we have agreed to**

- FYP supervisory meetings being on every Tuesday at 1pm.
- To ensure that if there is a problem that I am facing with, or I am experiencing difficulties with I will let you know as soon as possible.
- If there is something that I am disagreeing with, I will let you know.

### **What actions need to be done**

- Focus on background research, so I am prepared to discuss them with you for the upcoming meeting.
- Organise the background research regarding eye health in separate topics and ideas.
- Inspect my schedules and timetable for scheduling time for the project.
- Choose a project methodology.
- Need to complete my project definition form.

Thank you very much for the meeting. I am looking forward to seeing you next week.

Kind Regards,  
Ibrahim Ahmad