

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

Dear. Dr Lilit,

I wanted to follow up our recent supervision meeting that took place on the **10/10/2023** 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.
- Organising activities and removing additional details that are not required to be included in the Gantt chart.

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

Dr. Lilit:

- Detailed and insightful feedback for the Gantt charts. Each phase must have a start and end date set according to my confidence of completing each phase based on previous experience.
- Reviewed and provided comments in order to improve the Project Definition before submission.
- Included a separate deadline for the report write-ups representing the key dates and deadlines for completing the write ups for the Project Definition form, Term 1 report and final report.

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

- Updated the deadlines, and the number of weeks in the Gantt chart.
- Organise the research papers and journals that have I looked a in my background research.

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

- Making sure that I set reasonable deadlines for each task.
- Not overcomplicating the Gantt chart with a large number of activities, even though it needs to be represented in tasks rather than parts of a task.
- Next week, we will focus on the background research on eye health, though I must focus this week on finalising the changes according to the comments and edits made.

**What actions need to be done**

Myself

- Accept and append changes according to the comments and edits that were written by you.
- Submit the Project Definition Form on Blackboard

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

Kind Regards,  
Ibrahim Ahmad