

## **FYP Meeting on 03/10/2023 - Meeting Minutes**

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Tue 03/10/2023 19:14

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

Dear. Dr Lilit,

I wanted to follow up our recent supervision meeting that took place on the **03/10/2023** 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.**

- Dedicated time for the final year project according to my timetable schedule. Around 4-5 hours dedicated for completing the project per day, and 2-3 hours during the weekend where possible.
- Reviewed and provided feedback from the Gantt chart that I have created.
- Reviewed and discussed about the Project definition form.
- Completing the project poster is an optional task.

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

Dr. Lilit:

- Provided detailed feedback in background research and literature review.
- 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.

### **Responsibility**

Myself

- Making sure project definition form is completed as soon as possible.
- Improve the Gantt chart according to the feedback that was provided.

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

- Making sure that I review research papers and journals in order to gain background research of Eye health.
- Highlight and determine the keywords in order to identify the key topics from the background research.
- Provide statistical information when writing the section what's interesting about the project within the project definition form.

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

Dr. Lilit

- Providing me sample papers according to literature reviews in the areas of computer science in order understand how literature reviews are structured and written.

Ibrahim

- Populating the Gantt chart with tasks for each phase.
- Carefully thinking about the deadlines for each task being completed within the Gantt chart so it does not interfere with coursework and exams for other modules.
- Using weeks when specifying the duration of phases and tasks.

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