

Meeting Minutes 15/02/2024

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Sat 17/02/2024 07:29

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 **15/02/2024** at **11:30am - 12:00pm**. As promised, I have created a meeting minute to summarise what we have discussed so far in the meeting. Please find below a summary of the meeting minutes.

What we have discussed so far during the meeting.

- Progress made so far in the development.
- Reviewed your feedback on the Background research chapter of the final year report.
- Made an attempt on the other chapters in the report such as Software Project Management, Knowledge Elicitation, and Requirements Analysis.

What actions have been done

Dr. Lilit:

- Provided advice to avoid writing in first person, and write in third person and passive voice to maintain professionalism in academic writing.
- Avoid writing complex sentences that combines multiple thoughts as this confuses the reader, as writing must flow.

Myself:

- Created a separate word document that incorporates the fixes that you have stated in the report.
- Written some unit tests, and has integrated them in the integration tests.
- Created a script for automating continuous integration of mobile application, by running build of mobile application, and running tests to determine if there are potential software breakages.

Responsibility

Myself

- Avoid rushing the report.
- Have a read of the comments that you have written in the word document from start to end of the word document.
- Then identify what needs to be done based on given feedback, as there will be some feedbacks that may apply for the whole report.

What we have agreed to

- Take time writing the report, and applying potential fixes.
- Do not submit the entire report incomplete, as the report will be sent once the following chapters are complete for you to see.

What actions need to be done

Myself

- Continue with the development, and continue improving the deliverable.

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