**Meeting Date:** 17th April

**Meeting Time:** 1:00 PM

**Meeting Duration:** 1hrs 30min

**Location:** Hybrid

Physically: AMDC Level 4 (meeting room 4B), Swinburne;

Virtually: Teams and Discord

**Meeting Objective:** Getting Feedback Clarification from Supervisor regarding SADDR and presentation, getting advise from supervisor regarding presentation style, allocating work for DSDIR

**Facilitator:** Team

**Timekeeper:** S M Ragib Rezwan

**Note Taker:** S M Ragib Rezwan

**Meeting Topics:**

* Getting feedback clarification regarding SADDR and presentation
* Updating SADDR and presentation
* Correcting presentation scripts and re-recording the presentation
* Allocating work for DSDIR

**Decision Items:**

1. The team had begun by going through and confirming corrections regarding SADDR and Presentation with Irene regarding:
   1. Use of programming language for the project: The team needs to make it more clear and ensure that there is more depth behind the rationale for choosing javascript for the language
   2. For new case generation and saving of existing case: The team needs to say about it in details in the introduction of SADDR and need to connect it to the big picture
   3. Datapoint: Need to clarify what the team means by that in the introduction section. If necessary, reference SRS here
   4. Proof-read: Ensure to proof read the document after a few days instead of immediately. That way, the team will be able to read from an unknown person’s point of view and thus would be able to ascertain whether their explanation is adequate or not
2. Presentation is currently too much like a sales pitch. Instead modify it so that it specifically says what we have developed and how our application would actually work. Basically, reduce the fancy stuff and instead focus on explaining the project and its functionalities
3. Team made the corrections as need on both slides and also their transcript
4. For those who were able to fix their sections on time, they recorded and uploaded the recording to team’s shared drive for later video processing

**Action Items:**

1. Rest of the team would update their slides and record it asap (within today)
2. The team will do final video creation tomorrow and do quick checking and cleanup before submission