**Meeting Date:** 24th May

**Meeting Time:** 12:30 PM

**Meeting Duration:** 2 hr

**Location:** Hybrid

Physically: Latelab (meeting room 3E), Swinburne;

Virtually: Discord and Teams Online Meeting

**Meeting Objective:** Presentation feedback and Portfolio and DSDIR submission details from Irene, extension of submission for feedback purposes, peer review with supervisor, future meeting date and time

**Facilitator:** Team

**Timekeeper:** S M Ragib Rezwan

**Note Taker:** S M Ragib Rezwan

**Meeting Topics:**

* Presentation feedback and Portfolio and DSDIR submission details from Supervisor
* Obtaining extension for submission of documents for feedback purposes from Supervisor
* Peer Review with Supervisor
* Future meeting date and time

**Decision Items:**

1. She liked our improvement in the presentation. But there were few concerns still:
   1. Need to work a bit on overview and ordering of information. For instance for our audience, we only mentioned about them near the very end and it would have been better if we spoke about them in the introductory slides
   2. Video needs to show the value of the project to the people. So even if we don’t show or explain all functionality, its still fine. But we do need to show the most interesting or valuable functionality (ie how does our project actually help to solve the problem). Although this was spoken about, it would have been better to focus on it a bit more
   3. Don’t speak too fast, especially for the one speaking the starting [i.e. Ragib].
2. Keep the same one drive structure in the zipped file for portfolio
3. For DSDIR, the way the team is doing it for now is fine. But the team shouldn’t go too much in detail as during programming time we would then end up changing a lot of the documents
4. Since the supervisor will be busy, she wont be able to provide us with feedback on DSDIR even if we submit today. So she was given the team an extension and that its fine even we submit 1-2 weeks later. That way she will have more leeway time to check them throughly
5. Since the team didn’t really need a peer to peer review with supervisor, the supervisor has accepted to tick it off on our behalf. But she also provided us an opportunity to have a one on one with anyone in the team privately if we need to (for that we only need to email her).
6. The team has decided to meet again during semester break to go through future work allocation. This will take place on 14th July (Friday) at 2PM

**Action Items:**

1. Team members should update their worklogs
2. Team members should finish their parts in the DSDIR
3. Team members should attend the meeting that will take place on 14th July