

# Progress Journal for Topic Presentation – Group 10

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1. **Date:** March 25, 2025

**Participant:** Allan Cheboiwo, Tarek Alkabbani, Haoyu Wang, and Vanessa Laurel Hariyanto

## **Meeting content:**

In this meeting, after the implementation and testing of the main modules of the system were initially completed, we divided the task of preparing the Topic Presentation in detail to ensure the consistency of the structure and expression of the subsequent presentation content and the project report.

The specific division of labor is as follows:

- Haoyu is responsible for preparing the Introduction part of the Presentation;
- Allan and Tarek are responsible for System Design and Results;
- Vanessa is responsible for Conclusion and Future Work.

Each member will prepare the presentation based on the content they are responsible for in the report.

**Reflection:** We are very happy to have completed the Presentation division based on the content of the report, which provided clear division of labor and guidance for the preparation of presentation materials.

**Analyzation:** The division of labor based on the structure of the report helps to maintain the logic and consistency of the content of the presentation, and gives full play to the depth of understanding of each member's module.

**Conclusions:** This meeting has completed the division of labor for the Topic Presentation, and the slides will be written based on the division of labor to promote the speech preparation.

2. **Date:** March 31, 2025

**Participant:** Allan Cheboiwo, Tarek Alkabbani, Haoyu Wang, and Vanessa Laurel Hariyanto

**Meeting content:**

The focus of this meeting is to integrate and modify the slides. Each member uploaded their own part of the presentation content into a unified template to complete the integration of slides. During the integration process, the team focused on the following areas:

- Whether the content is comprehensive and the logic is clear;
- Whether the expression is consistent with the content of the report;
- Whether the style of slides is uniform and the amount of information is appropriate.

Team members suggested several changes during the review, including streamlining some content, optimizing graphical layout, and unifying terminology. Changes have been made during the conference to improve the consistency and professionalism of the presentation.

**Reflection:** Through integration and modification, the presentation quality and consistency of the presentation content are significantly enhanced.

**Analyzation:** The problems revealed during the integration process were effectively corrected through discussion, which also helped members to fully understand the overall content.

**Conclusions:** This meeting completed the integration and optimization of Presentation slides, and made preparations for the final presentation.