

Week 10 Meeting: Project Reflection & Presentation Review

Date & Time: 27th March 2025, 11:00 AM

Location: D01.05 Horton Building

Attendees (Team 13)

UOB Number	Name	Team
23039289/1	FOUAD, Anas	Team 13
23022186/1	DARA, Victor	Team 13
22013942/1	KUSI, David	Team 13
23035735/1	MAKAZI, Nelson	Team 13

Meeting Agenda

Final Presentation Review

- Discussed delivery of the final presentation.
- Reflected on audience engagement and feedback.
- Evaluated clarity, timing, and teamwork during presentation.

Submission Checklist & Confirmation

- Confirmed all final documents and deliverables were successfully submitted on time.
- Verified GitHub repository includes updated on documentation, and code.
- Archived presentation slides and all supplementary materials.

Follow-Up Readiness

- Discussed potential for feedback or questions from assessors.
- Assigned team representatives for any follow-up communications.

Next Steps & Action Items

Group Commitment Discussion

- Noted that some group members appeared not to be fully engaged with the project.
- Discussed concerns about overall team commitment and the impact on performance.
- Attempted to call such members to order to ensure collective success and a strong result.

Meeting Attendance & Communication

- Victor suggested making Thursday meetings virtual if some members are too busy to attend in person.
- The proposal was supported by Anas, David, and Nelson as a way to maintain effective communication and collaboration.
- Agreed that flexibility will help ensure everyone remains aligned and contributes meaningfully to the final submission.

Next Meeting

Date & Time: Thursday 3rd April 2025

Location: D01.05 Horton Building