

Week 7 Meeting: - Documentation and Demonstration of Software

Date & Time: 6th March 2025, 11:00 AM

Location: D01.05 Horton Building

Attendees (Team 13)

UOB Number	Name	Team
23042633/1	ADEWOLE, Oluwanifemi	Team 13
23022186/1	DARA, Victor	Team 13
23039781/1	EGBOSI, Sopuru	Team 13
23039289/1	FOUAD, Anas	Team 13
22013942/1	KUSI, David	Team 13
23035735/1	MAKAZI, Nelson	Team 13

Meeting Agenda

1. Finalizing Documentation:

- Review and refine the final project documentation.
- Ensure clarity, consistency, and alignment with project requirements.
- Address any last-minute revisions and feedback from the previous review.

2. Software Demonstration Preparation:

- Ensure all team members understand their roles in the demonstration.
- Conduct a trial run to identify and resolve potential issues.
- Verify software functionality and user interaction for a seamless presentation.

3. Review of Peer Feedback & Adjustments:

- Discuss peer feedback on documentation and code.
- Implement necessary improvements before submission.

4. GitHub Repository Finalization:

- Ensure all code, documentation, and reports are properly structured and accessible.
- Verify that all team members have committed their final updates.

Next Steps & Action Items

- **Review:** Each team member to complete their assigned sections by the next meeting.
- **Trial Run:** Conduct a full walkthrough of the software demonstration.
- **Submission:** Ensure all documentation, reports, and code are finalized and submitted on time.
- **Next Meeting:** Wrap-up discussion and reflections on project progress.

Next Meeting

Date & Time: 13th March 2025, 11:00 AM

Location: D01.05 Horton Building

Final project review, submission confirmation, and retrospective discussion.