

Week 2 Meeting:**Date & Time:** 23rd January 2025, 11:00 AM**Location:** D01.05 Horton Building**Attendees:**

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

Agenda Items:

1. Project Introduction
2. Task Allocation
3. Next Steps

Key Discussions/Actions:

1. **Project Introduction:** Discussed the project scope and client expectations. Emphasis was placed on understanding deliverables and aligning team efforts with the client's vision.
2. **Tasks Allocated:** Responsibilities for the requirements gathering phase were finalized:
 - a. Schedule client interview and prepare questions.
 - b. Research existing solutions and tools for the project.
 - c. Draft the introduction and rationale sections of the requirements document.
 - d. Create a Gantt chart for the project timeline.
 - e. Identify functional and non-functional requirements.
 - f. Research legal, social, ethical, and professional issues (LSEPI).
3. **Next Steps:** Confirmed the client interview for Week 3 (exact date/time to be finalized). Also Agreed to focus on preparing questions for the interview and initiating documentation.

Progress:

- Client interview scheduled for Week 3.

Next Meeting:

Date & Time: Week 3 (30/1/2025) at 11:00 AM.

Notes:

All team members to review the project brief before the next meeting.
Anas to circulate the client interview agenda once confirmed.