Week 8 Meeting: Project Review & Client Feedback
Date & Time: 13th 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. **Documentation Review**
   - Confirm all sections are complete and meet project requirements.
   - Address any final formatting, grammar, or consistency issues.
   - Ensure all references and citations are correctly formatted.

2. **Software Demonstration & Testing**
   - Conduct a last round of testing to ensure all features function as expected.
   - Finalize the demonstration script and practice presentation delivery.
   - Identify any last-minute fixes or enhancements.

3. **GitHub Repository & Submission Confirmation**
   - Verify all files are correctly organized and accessible in the repository.
   - Ensure proper version control and commit history are maintained.
   - Confirm submission guidelines and deadlines.
4. **Team Reflection & Lessons Learned**
   - Discuss challenges faced during the project and how they were overcome.
   - Highlight key learnings and areas for improvement in future projects.
   - Share individual experiences and feedback on teamwork and project execution.

Meeting with the Client
Anas led the demonstration with excellent interaction with the client. So far, the feedback has been positive. Anas showcased the main front-end design, which the client acknowledged. The client provided feedback, requesting additional work on the front-end colors and design. They also inquired about the database, which is currently in progress. The client's response was good and fair.

Project Submission Progress
Current Progress: 70% completed as of Week 8.
Final Submission Deadline: Week 12.

Action Items & Next Steps

- Review & Submission: Ensure all required files are ready for submission.
- Team Check-in: Each member to confirm their final contributions are complete.
- Final Presentation Preparation: Rehearse and ensure a smooth software demonstration.

Next Meeting
Date & Time: Thursday 20/03/2025
Location: D01.05 Horton Building