

Week 3 Meeting:

Date & Time: 30th 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:

1.Client Interview:

- Review key feedback and insights from the client.
- Identify any new requirements or changes.

2.Requirements Document:

- Finalize the structure and content.
- Ensure alignment with client expectations.

3.Task Allocation:

Assign tasks for the interim prototype development.

Tasks Allocated & Updates

Team Member	Task	Progress
Anas	Lead the client interview and document key requirements.	Client interview completed; key requirements documented
Oluwanifemi	Update the literature review section with client feedback.	Literature review updated based on client feedback.
Victor	Draft the functional and non-functional requirements.	Initial draft completed; needs team review.
Sopuru	Update the Gantt chart based on client feedback.	Adjustments in progress.
David	Begin designing the database schema.	Initial design underway
Nelson	Draft the LSEPI (Legal, Social, Ethical, and Professional Issues) section of the requirements document.	Research and drafting in progress.

Key Client Feedback:

- Requested clearer functional requirements, particularly for [specific feature].

- Suggested improving the user interface design based on accessibility guidelines.
- Highlighted concerns regarding data security and compliance with GDPR.
- Recommended revising timeline estimates to accommodate testing phases.

Next Steps & Action Items:

- Finalize functional and non-functional requirements and review them internally.
- Complete Gantt chart updates to reflect new timelines.
- Refine the database schema and ensure it meets project requirements.
- Continue working on the LSEPI section, focusing on data security concerns.
- Prepare discussion points for Week 4 meeting.

Next Meeting:

- Date & Time: 6th February 2025, 11:00 AM
- Location: D01/05 Horton Building