

Week 9 Meeting: Project Reflection & Final Presentation Review

Date & Time: 20th 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. Project Review & Feedback Discussion

- Discuss feedback received from instructors or assessors.
- Identify any potential revisions or areas of improvement.
- Reflect on project outcomes vs. initial expectations.

2. Presentation Preparation & Rehearsal

- Review the structure of the final presentation.
- Ensure all team members are comfortable with their roles.
- Run through a full rehearsal and make final adjustments.

3. Project Archive & Documentation Wrap-Up

- Confirm all necessary documentation has been properly archived.
- Ensure the GitHub repository is complete and organized for future reference.
- Discuss potential for further development or future applications of the project.

4. Team Reflection & Lessons Learned

- Share individual experiences and key takeaways.
- Discuss what worked well and what could be improved in future projects.
- Provide constructive feedback to team members.

Next Steps & Action Items

Final Presentation Run-Through – Ensure smooth delivery and clear explanations.

- **Confirm Submission of Final Documents** – Check that all required materials have been submitted.
- **Team Wrap-Up Discussion** – Reflect on teamwork, challenges, and learning experiences.
- **Prepare for Any Follow-Up Requests** – Be ready for any last-minute adjustments or explanations.

Next Meeting

Date & Time: Thursday 27/03/2025

Location: D01.05 Horton Building

