

Week 4 Meeting:

Date & Time: 6th February 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

Meeting Agenda:

1. Document Task Allocations & Progress Updates

- Discussion of team tasks, roles, and responsibilities for the project
- Each team member provided an update on their assigned tasks.
- Identified any bottlenecks and areas requiring additional support.
- Reviewed responsibilities to ensure a balanced workload.

2. Status of Requirements Document

- Reviewed the initial drafts of the Requirements Specifications and Interim Prototype Implementation documentation.
- Identified gaps and inconsistencies that need to be addressed before submission.
- Key areas for improvement:
 - a. More clarity needed in functional & non-functional requirements.
 - b. Ensure consistency between document sections.
 - c. Align content with client expectations and feedback.

Next Steps:

Team members to finalize assigned sections.

Conduct an internal peer review before submission.

3. Risk Management & Legal, Social, Ethical, and Professional Issues (LSEPI) Reflection

a) Discussed potential project risks, including:

- Data security concerns (GDPR compliance).
- Legal and ethical considerations for handling user data.
- Accessibility and usability improvements to align with best practices.
- Ensure these aspects are covered in the documentation.
- Plan for Code Repository (GitHub) Setup

- Organizing files for version control, especially the interim prototype code.

b) Next Steps:

- Ensure the LSEPI section covers all key issues before submission.
- Include mitigation strategies for identified risks.

Action Items:

- Each member to complete their assigned sections of the Requirements document.
- Finalize project plan (Gantt chart) for the next iteration.
- Submit initial draft of the Requirements document for feedback by the next meeting.

Next Meeting:

- Date & Time: 13th February 2025, 11:00 AM
- Location: D01/05 Horton Building