**Week 10 Meeting:** Project Reflection & Presentation Review

**Date & Time:** 27th March 2025, 11:00 AM  
 **Location:** D01.05 Horton Building

**Attendees (Team 13)**

|  |  |  |
| --- | --- | --- |
| **UOB Number** | **Name** | **Team** |
| 23039289/1 | FOUAD, Anas | Team 13 |
| 23022186/1 | DARA, Victor | Team 13 |
| 22013942/1 | KUSI, David | Team 13 |
| 23035735/1 | MAKAZI, Nelson | Team 13 |

**Meeting Agenda**

**Final Presentation Review**

* Discussed delivery of the final presentation.
* Reflected on audience engagement and feedback.
* Evaluated clarity, timing, and teamwork during presentation.

**Submission Checklist & Confirmation**

* Confirmed all final documents and deliverables were successfully submitted on time.
* Verified GitHub repository includes updated on documentation, and code.
* Archived presentation slides and all supplementary materials.

**Follow-Up Readiness**

* Discussed potential for feedback or questions from assessors.
* Assigned team representatives for any follow-up communications.

**Next Steps & Action Items**

**Group Commitment Discussion**

* Noted that some group members appeared not to be fully engaged with the project.
* Discussed concerns about overall team commitment and the impact on performance.
* Attempted to call such members to order to ensure collective success and a strong result.

**Meeting Attendance & Communication**

* Victor suggested making Thursday meetings virtual if some members are too busy to attend in person.
* The proposal was supported by Anas, David, and Nelson as a way to maintain effective communication and collaboration.
* Agreed that flexibility will help ensure everyone remains aligned and contributes meaningfully to the final submission.

**Next Meeting**  
**Date & Time:** Thursday 3rd April 2025  
**Location:** D01.05 Horton Building