**Week 11 Meeting:** Project Reflection & Final Presentation Review

**Date & Time:** 3rd 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 |
| 23039781/1 | EGBOSI, Sopuru | Team 13 |
| 22013942/1 | KUSI, David | Team 13 |
| 23035735/1 | MAKAZI, Nelson | Team 13 |

**Meeting Agenda**

1. **Coursework 2 Review**

* Review of the assessment brief for CW - Part B.
* Clarification of deliverables: final product, demonstration, and documentation.

1. **GitHub Repository Finalization**

* All team members checked the GitHub repository to ensure:
  + All source code is uploaded.
  + README includes setup instructions and contributor info.
  + Project documentation is present and clear.

1. **Software Demonstration Planning**

* Outline steps for recording or showcasing the software in action.
* Assign team roles for narrating and preparing the demo.

1. **Lecturer Feedback & Concerns**

* Lecturer highlighted issues with Coursework 1 submission:
* Multiple uploads detected for the same submission.
* Missing GitHub repository link.
* Instructions not followed precisely.
* As a result, marks were deducted.

1. **Action Plan for Coursework 2**

* Lecturer advised the team to ensure correct and complete submission for Coursework 2 to avoid further mark loss.
* Team agreed to review Coursework 2 requirements in detail and ensure:
* Clear GitHub link is included.
* All required documentation is attached.

**Final Notes**

* This meeting marks the conclusion of the project journey!
* It’s time to reflect, grow, and celebrate everything you’ve achieved together as a team.