**Week 2 Meeting:**

**Date & Time:** 23rd 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 Items:**

1. Project Introduction
2. Task Allocation
3. Next Steps

**Key Discussions/Actions:**

1. **Project Introduction**: Discussed the project scope and client expectations. Emphasis was placed on understanding deliverables and aligning team efforts with the client’s vision.
2. **Tasks Allocated:** Responsibilities for the requirements gathering phase were finalized:
3. Schedule client interview and prepare questions.
4. Research existing solutions and tools for the project.
5. Draft the introduction and rationale sections of the requirements document.
6. Create a Gantt chart for the project timeline.
7. Identify functional and non-functional requirements.
8. Research legal, social, ethical, and professional issues (LSEPI).
9. **Next Steps**: Confirmed the client interview for Week 3 (exact date/time to be finalized). Also Agreed to focus on preparing questions for the interview and initiating documentation.

**Progress:**

* Client interview scheduled for Week 3.

**Next Meeting:**

**Date & Time:** Week 3 (30/1/2025) at 11:00 AM.

**Notes:**

All team members to review the project brief before the next meeting.

Anas to circulate the client interview agenda once confirmed.