**Week 3 Meeting:**

**Date & Time:** 30th 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:**

**1.Client Interview:**

* Review key feedback and insights from the client.
* Identify any new requirements or changes.

**2.Requirements Document:**

* Finalize the structure and content.
* Ensure alignment with client expectations.

**3.Task Allocation:**

Assign tasks for the interim prototype development.

**Tasks Allocated & Updates**

|  |  |  |
| --- | --- | --- |
| **Team Member** | **Task** | **Progress** |
| Anas | Lead the client interview and document key requirements. | Client interview completed; key requirements documented |
| Oluwanifemi | Update the literature review section with client feedback. | Literature review updated based on client feedback. |
| Victor | Draft the functional and non-functional requirements. | Initial draft completed; needs team review. |
| Sopuru | Update the Gantt chart based on client feedback. | Adjustments in progress. |
| David | Begin designing the database schema. | Initial design underway |
| Nelson | Draft the LSEPI (Legal, Social, Ethical, and Professional Issues) section of the requirements document. | Research and drafting in progress. |

**Key Client Feedback:**

* Requested clearer functional requirements, particularly for [specific feature].
* Suggested improving the user interface design based on accessibility guidelines.
* Highlighted concerns regarding data security and compliance with GDPR.
* Recommended revising timeline estimates to accommodate testing phases.

**Next Steps & Action Items:**

* Finalize functional and non-functional requirements and review them internally.
* Complete Gantt chart updates to reflect new timelines.
* Refine the database schema and ensure it meets project requirements.
* Continue working on the LSEPI section, focusing on data security concerns.
* Prepare discussion points for Week 4 meeting.

**Next Meeting:**

* Date & Time: 6th February 2025, 11:00 AM
* Location: D01/05 Horton Building