**Week 7 Meeting:** - Documentation and Demonstration of Software

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

**Attendees (Team 13)**

|  |  |  |
| --- | --- | --- |
| **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. **Finalizing Documentation:**

* Review and refine the final project documentation.
* Ensure clarity, consistency, and alignment with project requirements.
* Address any last-minute revisions and feedback from the previous review.

1. **Software Demonstration Preparation:**

* Ensure all team members understand their roles in the demonstration.
* Conduct a trial run to identify and resolve potential issues.
* Verify software functionality and user interaction for a seamless presentation.

1. **Review of Peer Feedback & Adjustments:**

* Discuss peer feedback on documentation and code.
* Implement necessary improvements before submission.

1. **GitHub Repository Finalization:**

* Ensure all code, documentation, and reports are properly structured and accessible.
* Verify that all team members have committed their final updates.

**Next Steps & Action Items**

* **Review:** Each team member to complete their assigned sections by the next meeting.
* **Trial Run:** Conduct a full walkthrough of the software demonstration.
* **Submission:** Ensure all documentation, reports, and code are finalized and submitted on time.
* **Next Meeting:** Wrap-up discussion and reflections on project progress.

**Next Meeting**

Date & Time: 13th March 2025, 11:00 AM  
Location: D01.05 Horton Building  
Final project review, submission confirmation, and retrospective discussion.