**Week 8 Meeting: Project Review & Client Feedback**

**Date & Time: 13th March 2025, 11:00 AM  
Location: D01.05 Horton Building**

**Attendees (Team 13)**

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| --- | --- | --- |
| **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. **Documentation Review**

* Confirm all sections are complete and meet project requirements.
* Address any final formatting, grammar, or consistency issues.
* Ensure all references and citations are correctly formatted.

1. **Software Demonstration & Testing**

* Conduct a last round of testing to ensure all features function as expected.
* Finalize the demonstration script and practice presentation delivery.
* Identify any last-minute fixes or enhancements.

1. **GitHub Repository & Submission Confirmation**

* Verify all files are correctly organized and accessible in the repository.
* Ensure proper version control and commit history are maintained.
* Confirm submission guidelines and deadlines.

1. **Team Reflection & Lessons Learned**

* Discuss challenges faced during the project and how they were overcome.
* Highlight key learnings and areas for improvement in future projects.
* Share individual experiences and feedback on teamwork and project execution.

**Meeting with the Client**  
Anas led the demonstration with excellent interaction with the client. So far, the feedback has been positive. Anas showcased the main front-end design, which the client acknowledged. The client provided feedback, requesting additional work on the front-end colors and design. They also inquired about the database, which is currently in progress. The client's response was good and fair.

**Project Submission Progress**

Current Progress: 70% completed as of Week 8.

Final Submission Deadline: Week 12.

**Action Items & Next Steps**

* Review & Submission: Ensure all required files are ready for submission.
* Team Check-in: Each member to confirm their final contributions are complete.
* Final Presentation Preparation: Rehearse and ensure a smooth software demonstration.

**Next Meeting**   
Date & Time: Thursday 20/03/2025

Location: D01.05 Horton Building