**Week 9 Meeting:** Project Reflection & Final Presentation Review

**Date & Time:** 20th 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. **Project Review & Feedback Discussion**

* Discuss feedback received from instructors or assessors.
* Identify any potential revisions or areas of improvement.
* Reflect on project outcomes vs. initial expectations.

1. **Presentation Preparation & Rehearsal**

* Review the structure of the final presentation.
* Ensure all team members are comfortable with their roles.
* Run through a full rehearsal and make final adjustments.

1. **Project Archive & Documentation Wrap-Up**

* Confirm all necessary documentation has been properly archived.
* Ensure the GitHub repository is complete and organized for future reference.
* Discuss potential for further development or future applications of the project.

1. **Team Reflection & Lessons Learned**

* Share individual experiences and key takeaways.
* Discuss what worked well and what could be improved in future projects.
* Provide constructive feedback to team members.

**Next Steps & Action Items**

Final Presentation Run-Through – Ensure smooth delivery and clear explanations.

* **Confirm Submission of Final Documents** – Check that all required materials have been submitted.
* **Team Wrap-Up Discussion** – Reflect on teamwork, challenges, and learning experiences.
* **Prepare for Any Follow-Up Requests** – Be ready for any last-minute adjustments or explanations.

**Next Meeting**

Date & Time: Thursday 27/03/2025

Location: D01.05 Horton Building