**Week 5 Meeting:**

**Date & Time:4th february** 2025, 4:00 PM

**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. Team introduction
2. Project comprehension
3. Project reading
4. Meeting with client

**Key Discussions/Actions:**

1. **Team Introduction**: As a team we have to cooperate and understand each other on this day we got to know a bit more about each other know our strengths and weaknesses, and also see how we can collaborate together as a team
2. **Project comprehension** : this was us just reading the project understanding the project, knowing our strengths and we can see seeing what we can do to satisfy the client
3. **Meeting with client** : we had a group meeting with the clients to inquire for more information regarding the project to understand what the client wants and how best we can satisfy the clients needs. We also ask the clients for certain processes he would like us to use for the project , ask him specific designs. What his interested in and how best we can deliver the project up to standard

**Next Steps**: the next step we had finalized what to go home with. All the clients have said to us understand the project on a more deeper level and have a little bit of brief at the next meeting or what the project is particularly about.

**Progress.**

**Next Meeting:**

**Date & Time:** Week 6 (6/2/2025) at 11:00 AM.

**Notes:**

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