**Week 12 Meeting:** Final Checks & Submission of Coursework 2

**Date & Time:** 10th March 2025, 11:00 AM  
 **Location:** D01.05 Horton Building

**Attendees (Team 13)**

|  |  |  |
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| **UOB Number** | **Name** | **Team** |
| 23022186/1 | DARA, Victor | Team 13 |
| 23039289/1 | FOUAD, Anas | Team 13 |
| 23039781/1 | EGBOSI, Sopuru | Team 13 |
| 22013942/1 | KUSI, David | Team 13 |
| 23035735/1 | MAKAZI, Nelson | Team 13 |

**Meeting Agenda**

1. **Final Product Verification**

* Confirm that the software is fully functional and ready to demo .
* Run last round of testing to check all features are working.

1. **Documentation Review**

* Proofread and finalize project report.
* Include screenshots, flowcharts, and technical explanations
* Final document components included:
* Executive summary.
* Team roles and responsibilities.
* Technical description of system design and functionality.
* Screenshots and flowcharts to explain architecture.
* Lessons learned and future improvements.
* Proofreading was conducted by all members.

1. **Submission Checklist**

* GitHub link added to submission form
* All deliverables consolidated:
* GitHub repository link confirmed and inserted.
* PDF version of documentation uploaded.
* Only one team member uploaded the final files to avoid previous mistakes.
* Lecturer instructions rechecked to ensure compliance.

**Final Notes**

* This meeting marks the conclusion of the project journey
* Each member shared closing thoughts about the project journey:
* Challenges faced, such as coordination and technical bugs.
* Highlights included team synergy, learning new tools, and presentation delivery.
* Group discussed the value of communication, version control, and time management learned through this project.