**Week 4 Meeting:**

**Date & Time:** 6th February 2025, 11:00 AM

**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 |

**Meeting Agenda:**

1. **Document Task Allocations & Progress Updates**

* Discussion of team tasks, roles, and responsibilities for the project
* Each team member provided an update on their assigned tasks.
* Identified any bottlenecks and areas requiring additional support.
* Reviewed responsibilities to ensure a balanced workload.

1. **Status of Requirements Document**

* Reviewed the initial drafts of the Requirements Specifications and Interim Prototype Implementation documentation.
* Identified gaps and inconsistencies that need to be addressed before submission.
* Key areas for improvement:
  1. More clarity needed in functional & non-functional requirements.
  2. Ensure consistency between document sections.
  3. Align content with client expectations and feedback.

**Next Steps:**

Team members to finalize assigned sections.

Conduct an internal peer review before submission.

1. **Risk Management & Legal, Social, Ethical, and Professional Issues (LSEPI) Reflection**
2. Discussed potential project risks, including:

* Data security concerns (GDPR compliance).
* Legal and ethical considerations for handling user data.
* Accessibility and usability improvements to align with best practices.
* Ensure these aspects are covered in the documentation.
* Plan for Code Repository (GitHub) Setup
* Organizing files for version control, especially the interim prototype code.

1. **Next Steps:**

* Ensure the LSEPI section covers all key issues before submission.
* Include mitigation strategies for identified risks.

**Action Items:**

* Each member to complete their assigned sections of the Requirements document.
* Finalize project plan (Gantt chart) for the next iteration.
* Submit initial draft of the Requirements document for feedback by the next meeting.

**Next Meeting:**

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