Team 23
Minutes of Sprint Review

12:15pm-12:30pm, Wednesday the 3rd of November 2025, PSQ B310

Present: Paula Monica, Harvey Hill, Alfie Jenkins, Sylenyx Patten, Vassilis Cutsuridis.

Apologies: None

Welcome: We all introduce ourselves.
Notetaker: PM, Meeting chair: PM, Timekeeper: AJ.

Meeting purpose: Meeting is to ensure guide us with initial setup and to answer any questions we may have. Brief VC on the project we are completing, discuss our approach idea and discuss our initial client meeting. Additionally information on marking will be provided to us.

Items for discussion:
a) VC asks us to explain the project we are completing, PM states it's an AI based medical paper simplifier.
b) VC asks if we have any experience with AI and how we will approach this. PM states she's doing the AI course and that we have chosen to use GPT API to prompt AI for outputs as it's the most cost effective approach and also within our skillset. HH states he will handle the back end which will be hosted on a personal server which the client has agreed to.
c) VC asks if we've met with client. The team confirms we have had a successful meeting with client where we got clarification on the requirements and success criteria for this project. We confirm we have signed the IP transfer document requested by client.
d) Team confirms we have successfully met with client and as a team. VC explains what needs to be set up and how to approach it. SP explains he's attempted to connect to the GitHub but there have been some difficulties with access permissions and he's awaiting an email regarding this, (action) SP will fix issue with GitHub and add VC as a member, additionally SP will add VC as member to the existing Trello board.
e) VC explains how we will be marked. 2 assessments, Presentation (Jan) and Final project (End). During sprint meeting reviews: 10% quality of github commits, 10% trello, professionalism and communication with client is also assessed.
f) VC asks about our roles and what we intend to focus on in the project. SP states they are the group leader due to their project management experience. PM will focus on UI/UX and the AI implementation. HH will focus on backend development and server connection. AJ is also interested in the AI aspect so he will also handle the API connection and test prompting. HH and SP will do all tasks required in between.

AOB: None

Time and date of next meeting:
       a) PSQ B310, Monday 17th of November