

MEETING MINUTES

Project Summary

Meeting Number	9
Date and Time	08/12/ 25, 11.00
Project Name	Network Traffic Profiler Dashboard
Attendees	Timothy Birtles, Sophia Krasowski, Tomiris Ashim, Amelia Lee

Key Discussion Topics	Discussion Points
Defined presentation structure	<ol style="list-style-type: none">1. Project Background/Aim – 1 min2. Methodology – 1 min3. Design Decisions – 45 sec4. Demo MVP & Progress – 5 min5. Project Results / Future Considerations – 1:30 min6. Project Conclusion – 30 sec
Content of the slides	<ul style="list-style-type: none">• Background & Requirements<ul style="list-style-type: none">- Backlog can be included under Project Background.- Project Background will cover aim, backlog, and requirements.• Methodology<ul style="list-style-type: none">- No need to go through scrums or GitHub repo in detail due to limited time.- Focus: agile framework, sprints, tool usage.• Design Decisions<ul style="list-style-type: none">- Important: tech stack and key architectural choices.- Security considerations will be mentioned under Future Considerations, not here.
Demo	<ul style="list-style-type: none">• Demo should take up 50% of the video (~4.5 minutes).• Progress can be discussed inside the demo, not as a separate section.• Each member briefly shows what they implemented (without long detail).

ACTION ITEMS	
	Each member prepares slides for their assigned section
	Each member records a timed speech to estimate real speaking time