

# MEETING MINUTES

## Project Summary

Meeting Number	1
Date and Time	3/11/ 25, 12.40pm
Project Name	Network Traffic Profiler Dashboard
Attendees	Timothy Birtles, Sophia Krasowski, Tomiris Ashim, Amelia Lee, Fatma

Key Discussion Topics	Discussion Points
Assessment and Grading Criteria	<b>Individual Marks:</b> <ul style="list-style-type: none"><li>Contributions on GitHub and Trello.</li><li>Attitude and professionalism, including commitment, meeting deadlines, and respect within the group</li><li>Professionalism based on how each member approaches and resolves problems (eg. take action in researching possible actions/solutions before bringing an issue forward)</li></ul> <b>Sprint Evaluation:</b> <ul style="list-style-type: none"><li>Demonstrate individual contributions on GitHub and Trello.</li><li>Highlight problems faced and proposed actions to solve them</li></ul>
Project Preparation Recommendation	Focus on <b>timeline management, time organisation, and maintaining a balanced task load</b>
ACTION ITEMS	
Send client confirmation email	<ul style="list-style-type: none"><li>- Send the client an email to clarify and confirm the project scope in more detail</li><li>- (Optionally) the team can send meeting minutes to the client after each session to confirm details</li></ul>
Send team access links	<ul style="list-style-type: none"><li>- Share with Fatma links for GitHub and Trello</li></ul>
Clearly define and document	<ul style="list-style-type: none"><li>- Before next meeting</li></ul>

<b>the project scope</b>	
<b>Create a clear project timeline</b>	- Before next meeting