MEETING MINUTES

Project Summary

Meeting Number	5
Date and Time	26/11/ 25, 12.00
Project Name	Network Traffic Profiler Dashboard
Attendees	Timothy Birtles, Sophia Krasowski, Tomiris Ashim, Amelia Lee

Key Discussion Topics	Discussion Points
Validation Progress(Amelia)	Implemented general validation in process_dataset.py, which now generates a new file: test_flows_validated.csv containing two additional columns with validation status.
Project Plan updates	- Added a client approval section at the bottom of the project plan - Updated Risk Management section
Client Meeting	- Finalized the client sign-off section in the project plan. - Discussed agenda for tomorrow's meeting: - Demonstrate project progress (data extraction + general validation). - Optionally show validation output for feedback. - Present wireframes for dashboard UI and gather client comments. - Request signature for project plan approval.
Meeting with Fatma	- Documentation expectations for this submission. - Client approval handling, including how approvals should be recorded (e.g., UAT forms, endorsement letters). - Templates for approval forms — whether to use existing ones or create custom forms.
**ACTION ITEMS**
Dashboard implementation
Prepare validation output & wireframes for client meeting

Get client signature for project plan approval
Finalise Sprint 3 backlog tasks
Add additional detailed validation checks