

# 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	<p><b>Individual Marks:</b></p> <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 bring an issue forward)</li></ul> <p><b>Sprint Evaluation:</b></p> <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</b> , <b>time organisation</b> , and maintaining a <b>balanced task load</b>
<b>ACTION ITEMS</b>	
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