

# 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"><li>1. Project Background/Aim – 1 min</li><li>2. Methodology – 1 min</li><li>3. Design Decisions – 45 sec</li><li>4. Demo MVP &amp; Progress – 5 min</li><li>5. Project Results / Future Considerations – 1:30 min</li><li>6. Project Conclusion – 30 sec</li></ol>
Content of the slides	<ul style="list-style-type: none"><li>• Background &amp; Requirements<ul style="list-style-type: none"><li>- Backlog can be included under Project Background.</li><li>- Project Background will cover aim, backlog, and requirements.</li></ul></li><li>• Methodology<ul style="list-style-type: none"><li>- No need to go through scrums or GitHub repo in detail due to limited time.</li><li>- Focus: agile framework, sprints, tool usage.</li></ul></li><li>• Design Decisions<ul style="list-style-type: none"><li>- Important: tech stack and key architectural choices.</li><li>- Security considerations will be mentioned under Future Considerations, not here.</li></ul></li></ul>
Demo	<ul style="list-style-type: none"><li>• Demo should take up 50% of the video (~4.5 minutes).</li><li>• Progress can be discussed inside the demo, not as a separate section.</li><li>• Each member briefly shows what they implemented (without long detail).</li></ul>

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