

MEETING MINUTES

Project Summary

Meeting Number	18
Date and Time	01/03/26, 11.30
Project Name	Network Traffic Profiler Dashboard
Attendees	Timothy Birtles, Sophia Krasowski, Tomiris Ashim, Amelia Lee

Key Discussion Topics	Discussion Points
Completed tasks	<ul style="list-style-type: none">• Unit Tests• Unit Test Documentation template
Client Handbook	Workflow division: <ul style="list-style-type: none">• Tim: Introduction, System Overview, Maintenance & Updates (bullet points)• Amelia: System Requirements, Troubleshooting, Security Considerations• Sophia: Using the System, Error Handling & Messages, Future Development• Tomiris: Installation Guide, Interpreting Results, Support & Contact, Glossary• All members: Maintenance & Updates(how each of our files work), Appendix
Upcoming stand-up meetings	<ul style="list-style-type: none">• March 2nd<ul style="list-style-type: none">- 12.30pm to discuss what to present at tutor meeting- 13.00pm to discuss what to present at client meeting• March 4th<ul style="list-style-type: none">- After client meeting
ACTION ITEMS	
Optimize ML (Sophia & Tim)	
Integration Tasks (Amelia & Tomiris)	
Start working on Client Handbook (All members)	

Write Unit and Integration Tests Documentation (All members)