

# MEETING MINUTES

## Project Summary

<b>Meeting Number</b>	10
<b>Date and Time</b>	12/12/ 25
<b>Project Name</b>	Network Traffic Profiler Dashboard
<b>Attendees</b>	Timothy Birtles, Sophia Krasowski, Tomiris Ashim, Amelia Lee

Key Discussion Topics	Discussion Points
<b>Presentation corrections</b>	<ul style="list-style-type: none"><li>• Full live demo by all members would be difficult to edit and visually confusing.</li><li>• Tomiris will showcase the general demo overview, and other team members explain their specific components later.</li></ul>
<b>Video Submission</b>	<ul style="list-style-type: none"><li>• Amelia will handle editing for consistency.</li><li>• Video quality should be HD where possible.</li></ul>
<b>Final Deliverables (Semester 1)</b>	<ul style="list-style-type: none"><li>• Remaining items: video, reflection, AI declaration, source code ZIP.</li><li>• Trello board needs a final snapshot for Semester 1.</li><li>• Backlog should be renamed to distinguish Semester 1 from Semester 2 on Trello.</li></ul>
<b>ACTION ITEMS</b>	
Setup AI usage document by Sunday.	
Record and send video clips for video presentation.	
Upload final trello snapshot to github.	
Follow up with Tomek about licensing.	