

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