# MEETING MINUTES

## Project Summary

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| **Meeting Number** | 5 |
| **Date and Time** | 26/11/ 25, 12.00 |
| **Project Name** | Network Traffic Profiler Dashboard |
| **Attendees** | Timothy Birtles, Sophia Krasowski, Tomiris Ashim, Amelia Lee |

| Key Discussion Topics | Discussion Points |
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| **Validation Progress(Amelia)** | Implemented general validation in process_dataset.py. |
| **Project Plan updates** | ● Added a client approval section at the bottom of the project plan<br>● Updated Risk Management section |
| **Client Meeting** | ● Finalized the client sign-off section in the project plan.<br>● Discussed agenda for tomorrow's meeting:<br>- Demonstrate project progress (data extraction + general validation).<br>- Optionally show validation output for feedback.<br>- Present wireframes for dashboard UI and gather client comments. |
| **Discuss with Fatma** | ● Documentation expectations for this submission.<br>● Client approval handling, including how approvals should be recorded (e.g., UAT forms, endorsement letters).<br>● Templates for approval forms — whether to use existing ones or create custom forms. |
| **ACTION ITEMS** ||
| Dashboard implementation ||
| Prepare validation output & wireframes for client meeting ||
| Get client signature for project plan approval ||

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| Finalise Sprint 3 backlog tasks |
| Add additional detailed validation checks |