

Team 23

Minutes of Team Meeting

9:30am-10am, Monday the 17th of November 2025, Discord

Present: Paula Monica, Harvey Hill, Alfie Jenkins, Sylenex Patten.

Apologies: None

Welcome: SP welcomes all and states roles for this week:

Notetaker: PM, Meeting chair: SP, Timekeeper: AJ.

Meeting purpose: Regular team meeting to discuss progress and next tasks as well as to prepare for upcoming sprint review and client meeting.

Regular items:

- a) SP states the project is progressing well, it seems tasks are being completed as expected.
- b) SP has set up the github and trello successfully and has begun assigning tasks. HH, with the help of AJ has set up the base infrastructure for the backend and confirmed everyone can join successfully. PM has begun work on the low-fi UI designs and completed all the minutes and agendas for previous and upcoming meetings. Everyone has been continuously working on the project plan documentation.
- c) HH has encountered some difficulties with the backend set up and therefore it is yet to be linked to the rest of the project.
- d) Everyone has been completing their assigned project plans tasks as expected. The client meeting agenda will go over all the regular items, the team is curious about the progress of discovery workshops which will be a new discussion item.
- e) SP suggests tasks for next sprint:
 - i) AJ: Devise a list of prompts for basic model testing, Compile a list of promising test prompts, Research and establish connection with GPT API
 - ii) SP: Compile a list of medical papers for testing, Ensure git commits are going through without issue, Finding relevant studies and similar applications for documentation
 - iii) PM: Implement PDF uploading for backend, Create a few options of high fidelity UIs, Finalize low fidelity UI designs, Upload AI research to GitHub
 - iv) HH: Ensure correct SSH access to development server, Create basic frontend and backend files; HTML, CSS and main JS, Set up development environment
 - v) Whole team: Continue working on project plan documentation

New items for discussion:

- a) PM wants to know what Emilie told us to use for access to medical papers, team doesn't remember, (action) PM will confirm with Emilie during client meeting.
- b) PM had some questions for the sprint review and wanted to go over it with team, PM compiled list of questions with teams approval, (action) PM will ask questions during sprint review.
- c) SP wants confirmation which IDE we will be using, SP states our options seem to be Visual Studio or Visual studio Code, HH says he prefers Visual studio Code, PM agrees due to the capabilities of running it on mac, SP and AJ say they are happy with either therefore the team decides to use VS code.

AOB: None

Time and date of next 2 meetings:

- a) 9:30-10 am, Monday the 1st of December, Discord, Team meeting
- b) 10-10:30 am, Monday the 1st of December, Teams, Client meeting