

# Team 23

## Minutes of Sprint Review

12:15pm-12:30pm, Monday the 17th of November 2025, PSQ B310

**Present:** Paula Monica, Harvey Hill, Alfie Jenkins, Syleneyx Patten, Vassilis Cutsuridis.

**Apologies:** None

**Welcome:** VC welcomes us all

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

**Meeting purpose:** Meeting is to update VC on our progress with the project and outline the aims for the next sprint. Additionally it is an opportunity for us to ask any questions and receive any required support to ensure the project's success.

### Regular items for discussion:

- a) SP states the project is progressing well with good client communication and tasks being completed as expected by the team, we have successfully completed the set up sprint of the project.
- 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) SP states trello had only begun being used halfway into the sprint as it required set up, the remaining tasks for set up as well as tasks which will be completed continuously throughout the project have been added and updated accordingly.
- d) SP has completed some initial test commits to ensure the commits are going through successfully. PM has set up the structure for the minutes folders and completed commits containing minutes and agendas for meetings.
- e) The group has been working together well. We all confirm we are happy with each other's progress and communication has gone smoothly.
- f) Discussion of tasks for next week:
  - 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 devised a list of questions:
  - i) Is the project plan a group or individual document?  
VC's answer: *Group document*
  - ii) Clarification on design documents  
VC's answer: *Anything we deem relevant should be stored on git.*
  - iii) Is the submission point communal?  
VC's answer: *Ask JJ about anything related to the hand in.*
  - iv) Clarification on the PebblePad  
VC's answer: *PebblePad won't be used.*

(action) PM will email JJ to confirm submission related questions.

**AOB:** None

**Time and date of next meeting:**

- a) PSQ B310, Monday 1st of December