

Meeting Minutes

Meeting Title: Bi-Weekly Team Meeting with Group Facilitator

Date: 16th September 2025

Time: 3.00 pm

Location: Microsoft Teams

Minutes Prepared By: Gayathri Kasunthika Kanakaratne

Attendees

Team Members: Zhaodong Shen, Dani Thomas, Siqi Shen, Christina Fington, Gayathri Kasunthika Kanakaratne, Mans Rawat, Wei Dai

Group Facilitator: Jichunyang Li

Discussion

Project Progress Updates:

- The facilitator opened the meeting by asking about the current progress of the project.
- Each team member presented their **individual contributions** completed so far.
- Updates included both backend and frontend feature development, with members highlighting their roles and completed deliverables.

Facilitator's Guidance:

- The facilitator acknowledged the team's progress and emphasised the importance of maintaining equal participation across all members.
- A **demo presentation in Week 10** was requested by the facilitator to showcase the team's work.

Decisions

1. All members confirmed their commitment to continue contributing technical features as delivered their contributions

2. A preliminary demo structure will be prepared in advance to ensure readiness for the Week 10 presentation.

Next Steps

1. **Prepare Demo:** Begin compiling a working version of the system for the facilitator's requested demo in Week 10.
2. **Progress Sharing:** Provide continuous updates on GitHub to reflect individual contributions and facilitate integration.