

Meeting Minutes

Meeting Title: Weekly Project Meeting – Discussion on final phase

Date: 02nd October 2025

Time: 21:00 pm

Location: Microsoft Teams

Minutes Prepared By: Gayathri Kasunthika Kanakaratne

Attendees

Team Members: Zhaodong Shen, Siqi Shen, Wei Dai, Christina Fington, Gayathri Kasunthika Kanakaratne, Manas Rawat

Discussion

Project Progress:

- The meeting was held to discuss the final phase of the project and the division of responsibilities between remaining technical work and report preparation.
- **Zhaodong** confirmed that he will continue contributing to the **remaining technical features** to finalise the project system.
- Other team members will focus on preparing the **Final Report**, ensuring that all required sections are completed before submission.

Work Allocation for Final Report:

- **Project Requirements and Proposed Solution:** Siqi Shen
- **Verification and Testing:** Wei Dai and Mans Rawat
- **User Guides and Deployment:** Dani Thomas

- **Discussion:** Christina Fington
- **Future Work:** Gayathri Kasunthika Kanakaratne

Team Coordination:

- The team agreed to share draft sections in the shared repository for review and consistency in formatting and writing style.
- Everyone will cross-check their sections to ensure alignment with the final project outcomes and feedback received from both the facilitator and client meetings.

Decisions

1. Zhaodong will complete the remaining technical developments to ensure full functionality of the system.
2. Other members will focus on completing the final report sections as per the agreed allocation.
3. A collective review meeting will be scheduled before the submission deadline to consolidate and proofread the report.

Next Steps

1. **Zhaodong:** Finalise and test remaining technical features.
2. **Report Contributors:** Draft assigned sections and upload them to the shared workspace.
3. **Team:** Review and compile the final report by the end of the week for submission readiness.