

Date	15/03/2022
Time	10:30-11am

Meeting Notes

1. Looking through my progress on my report is seems to be going well, I plan to have a first draft done by the 23rd of February to allow further improvement as well as allow me to work on other deadlines that I have at this moment, so far Jason says I should be on track.
2. He further advised the creation of a dashboard to easy viewing of my visuals as well as for my viva voca to allow my markers to easily view my work.
3. Other then this the aim of this meeting is to make sure I'm on track, and to allow me to focus on finishing my report

Meeting Summary

Overall, this meeting was confirming that I am on track with my report and am predicted to finish within a given timeframe. In addition to make sure my other deliverables are up to date. Jason is happy with my progress and the deadlines that have been set.

Task Completed (Since Last Meeting)

Tasks listed here completed and reviewed as satisfactory

Task Name and Description	Date	Completed?
Re-structure report to include requirements and Jason's feedback	15/03/2022	Yes
Create a main dashboard to allow dynamic transition between diagrams	31/03/2022	No

Task(s) to be Completed (For next meeting)

Tasks listed to be completed and reviewer assigned

Task Name and Description	Date
Create a main dashboard to allow dynamic transition between diagrams	31/03/2022
Finish the first draft of technical report	23/03/2022
Complete corpus and compile meeting minutes	23/02/2022