MEETING NOTES 29/08/2023

The meeting was held in University of Canberra 6C56 with Muhammad Abualsheikh. Meeting started at 10 00am on 01 -09-2023. Group members Azan and Harris joined the meeting.

Meeting started by sponsor telling us that missing group members will be penalized unless justification provided. We team members showed our report to the sponsor.

After looking at the report, we were told to add things in the report like citations, cover page, images with captions, figures and diagrams. Also, we were told not to copy paste Chat GPT as plagiarism is a serious crime. He told us that there is a lot of text but less diagrams. Then we told to start the sections by “in this section we define”. Also, there were a lot of margins problem. We were told to use justified margins. Also, the Work Break Down Structure should be more readable. There were also page numbers missing.

Also, the stakeholder and risk management section lack few figures. We were told to add Page 12,13,14,20,22 from the workshop that was about stakeholder management and risk management.

Also, were told to add Trello and PM screenshots in the report and submit it in time.

The meeting was ended at 10:20am.