

Week 12
Sprint5-Week1-2

The NL1C project's second group meeting this week will be online at 4:00 pm on Friday 2 Jun 2025.

Agenda

Secretary: Silin Ren

Attendees: Daming Chen, Emmanuel Philipose Antony, Weian Liu, Zixuan Li

1 Apologies

None

2 Purpose of the meeting

- Review client feedback
- Assign final tasks

3 Client meeting feedback summary discussion

- Break down presentation flow into smaller segments (plots or scenarios) for refinement.
- Video and audio tools are encouraged to use.

4 Task progress update display

TASK	OWNER	DEADLINE
Bio character limit (200 max)	Daming	June 5
Prepare final draft of presentation slides	Zixuan, Weian, Silin	June 5
Decide on removing “Forgot Password” button	Group (confirm with Dr. Lee)	June 6
Group practice session at Uni (in-person)	All	June 9

5 The next work arrangement

- Clarify the goals and tasks for each person.

Note: The group meeting is the final meeting.