

# The 13th Meeting Minutes

Chair: Xena, Secretary: Ke Liu

W26 12/03/2025

## 1 Meeting Notes

- The studio has been booked for 1 April.
- Final report:
  - The rubric is slightly different from last year, where revised descriptors are included for the reflection/summary to explicitly address LSEPI (Legal, Societal, Ethical and Professional Issues).
  - The final report may include similar content to that of the interim report, but the final report should reflect better understanding of the project than the interim report.
- Conference paper
  - Most of the content in the final report can be included in the conference paper, but may be slightly different due to different points to highlight.
  - It is recommended to read 1 or 2 conference paper(s) to learn how to write it.

## 2 Plan for Next Week

- Meet with stakeholders this Friday (14 March 2025).
- Complete OER.
- Start to work on the final report, and think about Software Demonstration and Team Presentation (including the poster).
- Outline the report and the conference paper. For the conference paper, use 2-3 sentences to demonstrate what the content will be, why the readers read this paper and what they will think after reading it.