# Weekly Team Meeting Report

## Week 1

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| **Meeting Summary** | **Explanation** |
| Choose Project Topic | We have chosen the project topic name “Gen AI: Navigating Short-term Scepticism and Long-Term Promises”. |
| Setting up Communication Channel | We have shared the phone numbers of each group members for the emergency contact. Apart from that, we have created a messenger group to discuss about the project progress report. Also, we have a group in Microsoft Teams special for project discussion and report submission. |
| Introduction and Project overview | We have discussed about the project topic, goals, objectives and scope, as well as we have divided the individual work to prepare draft for project plan. |
| Initial Brainstorming | We have conducted a brainstorming session to generate ideas, identify source requirements and potential challenges and discussed about the project management plan. |

## Week 2

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| **Meeting Summary** | **Explanation** |
| Progress update on initial task | We had a submission of project plan for starting of week 3 so we keep updated to each member for the task that we have divided previous week. |
| Meeting with Tutor | It was the first meeting with tutor special for this project. We have discussed about the requirements of the project including technical specifications such as creating websites, chatbots and its deployment, and requirements for report writing. |
| Planning for future | We have divided individual responsibilities to complete the project, we have decided to work upon report writing on the topic of project plan such as individual roles and responsibilities, source requirement, risk and mitigation and ethical issues. Each member will contribute to prepare the report. |

## Week 3

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| **Meeting Summary** | **Explanation** |
| Review on previous submission | We had a project plan submission on first day of week 3, we make a review what could have been done and what we missed to include and discussed further with Tutor. |
| Tutor feedback | We have decided to add creating Automotive Industry website to deploy chatbot into, which was missing in the previous project plan. Also, we will add Gann chart along with Kanban Board. Furthermore, we will add flow chart and system diagram in the next submission progress report writing. |
| Individual responsibilities | We have decided to work on first four task that we have mentioned in our project plan. We will also collect the resource requirements and gather information to create a website. |

## Week 4

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| **Meeting Summary** | **Explanation** |
| Progress update on Initial Task | We keep updated about the individual task that we have divided for each member and merged into the same file. |
| Tutor Feedback | The feedback from Tutor was same as previous week 3. We have provided detailed information about how we are going to create websites and other coding part. We have discussed about the requirements of report writing 1 that we have to submit on the first day of week 5. |
| Individual Task division | We have decided to work upon creating flow chart and system diagram. Apart from that, we will finish the work of creating website by the end of week 4. We will prepare a report on what task we have done yet and what difficulties we have faced and how we able to overcome. We will submit the progress report including project progress report, future-plan and task that we have missed in previous submission. |

## Week 5

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| **Meeting Summary** | **Explanation** |
| Discussion progress of the project | In this week, we have discussed about the progress of the project. Mainly focused on the technical artefact for the project and individual contribution. We have a next submission of the assignment progress report 1. We have discussed about the individual contribution to complete the task.  Project progress are:   1. Website design and development 2. System diagram 3. Flowchart 4. Stakeholder engagement metrics 5. Network diagram 6. Gannt Chart 7. Agile methodologies for system development 8. Task divided for future |
| Making plan for future task | We have also discussed about the future task that we have to do. Our next submission assignment is preparing project draft. The mentor has provided the criteria and requirement to complete the task. We as a individual also divided individual task to complete the report. |

## Week 6

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| **Meeting summary** | **Explanation** |
| Discussion on project progress | In this meeting we have discussed about the progress on report writing and technical artefact. We had a submission on at the end of week 6 so We all were preparing report writing. The reporting includes:   1. The problem from a business and technical perspective. 2. Identification, selection and justification of appropriate network and security technologies. 3. Specification of requirements. 4. network designs. 5. Design of network/security architectures. 6. Network and security policies. 7. Risk assessment, 8. Recommended security controls to solve the problem etc.   Regarding the technical progress we have already designed the website and integrate chatbot in it which has proper functionality. |
| Update on project plan. | Our initial project plan was to integrate chatbot into website, but we noticed that chatbot will not be able to identify the cybersecurity vulnerability. Our mentor suggested that to generate a AI tool which detect the vulnerability in the website, which is the primary aim of the project. |

## Week 7

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| **Meeting summary** | **Explanation** |
| Discussion on project progress | In this week we have discussed about the assignment that we have just submitted; mentor gave us some advice to make changes over the report writing. Apart from that we have discussed about the technical artefact of developing AI. Also, mentor provided some advice about the meeting with industry partner, we have meeting with industry partner this Friday, where we will discuss about the project progress and project requirement. |

## Week 8

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| **Meeting Summary** | **Explanation** |
| Discussion on technical progress. | We have discussed about the overall technical progress of the project. We have already developed the website, and we have shown the practice presentation of AI that we developed along with vulnerability scan report and received positive response from the tutor. |
| Discussion on previous submitted assignment and future submission. | Tutor provided feedback on previous submitted project draft report and made some plan for future submission practice presentation and final report. |

# Week 9

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| **Meeting Summary** | **Explanation** |
| Update on technical progress. | At the end of week 9, we are almost completed the project report, just need to work upon the tutor feedback. Similarly, we have also completed the technical part as well 1. Website design and 2. ML AI development. We have presented the demo of the technical progress to the tutor and she was impressed with our work. |
| Prepare for the practical presentation. | Tutor suggested us to be ready for the practical presentation at he start of the week 11. She advised us be ready for the question asked by the visitors also provided some useful sources for the knowledge regarding the project topic. |

# Week 10

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| **Meeting Summery** | **Justification** |
| Final report preparation. | We are almost at end of our project. In this meeting tutor suggested us what to include and what to exclude in our project report. We as a group members are working on the final preparation of project report and other technical progress. |
| Feedback on practical presentation. | Next week we have practical presentation and we are working on preparing for presentation slides. Our next assignment submission will be:   * Project Reflection (week 12) * Final report submission and presentation (week 13) |

# Week 11

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| **Meeting Summary** | **Justification** |
| Practice presentation | This week has practice presentation in front of mentor. We have presented the demo presentation in front of mentor and received valuable feedback from her. |
| Prepare for final presentation and final report. | The group meeting has divided the task for final presentation including tutor feedback and finish the remaining task of finishing final report. |

# Week 12

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| **Meeting Summary** | **Justification** |
| Final preparation for the project | Next week we have final presentation and project report submission. We have presented the prepared documents to the mentor and received valuable feedback from her. All group members are preparing remaining tasks of the project and giving the final touch. |