

## Meeting Minutes Apr 23 2024

### Attendees:

Kacie P, Lysa H, Max Y, Robert P, Muiz O, Elya D  
(Yifan Z out of the country)

### Goals:

- Has everyone completed the peer evaluations?
- Has everyone accepted their meeting request from Brendan?
- Can everyone list their contributions on the final presentation doc in case they ask for a rundown of specifically people worked on?
- Run through the presentation at least once front to back for timing and comfortability

### Notes:

WHEN IS THE FINAL PRESENTATION: **TODAY 2:00pm**

WHEN WILL SPRINT 4 BE COMPLETED: **April 26th**

- Updated user requirements and YouTube video to be completed after this.

WHEN DOES THE REPORT/TUTORIAL NEED TO BE DONE: **April 28th**

## 4- Final Report/Demo/Presentation

- Objective:
  - To present your work and demonstrate your system.
- This will include:
  - A report
    - ▶ Updated requirements document
    - ▶ User/Technical manual, Installation manual
    - ▶ Test documents/results
    - ▶ GitHub logs of the project and each member
  - A Presentation (40 minutes)
    - ▶ 12 minutes presentation about the process and technical details ( requirements, design,...)
      - A brief explanation of your work, how the system works, the design and implementation, technical issues and so on.
    - 13 minutes demonstration of your developed software
    - 15 minutes Q&A and discussions

### Discussion:

Everyone completed their peer evaluations and accepted their meeting requests from Brendan. Everyone will go through and list their contributions on the final report document. We ran through the presentation and completed it in the appropriate amount of time. We were happy with the flow of it, and worked out kinks in the demonstration portion. Elya's user accounts need to be reset before the next demo.

Lysa will be recording the final presentation so we can edit its contents in order to create our instructional YouTube video for (hopefully) bonus marks.

Presentation is at 2:00pm, everyone is to practice their parts before then.

Next Time(s):

Meeting - **Tuesday April 23rd at 2:00-2:45pm**

Goal - Final presentation with Brendan and Professor Ezzati-Jivan.

Meeting - **Tuesday April 26th at 3:00pm**

Goal - Finalize user requirements and everything else from the final report.