Minutes of Meeting – Development Team Project (Digital Forensics Agent System)

Date: Monday, 17 November 2025

Time: 1:00 PM UK Time

Duration: 30 minutes

Platform: Zoom

Attendees: Abdullah, Sarra, Naeema (Group B)

Module: Intelligent Agents – Unit 6 Team Project

1. Purpose of the Meeting

The meeting was held to review the Unit 6 Development Team Project requirements, select the project domain, distribute responsibilities, and establish expectations, timelines, and workflow for the 1000-word report.

2. Summary of Discussion

The team reviewed the two available domains—Digital Forensics and Academic Research Online—and discussed which aligns better with a multi-agent architecture, forensic soundness, and the assessment criteria. After comparing both options, the team agreed to select Digital Forensics – File Identification, Integrity Verification, Archiving & Transmission as the final domain. This decision provides a structured and technically grounded pipeline for the multi-agent system, including scanning, filtering, hashing, archiving, and secure transmission.

The group also reviewed the marking rubric, confirming the need for strong justification of design decisions, diagrams, academic referencing, and a clear division of responsibilities.

Additionally, the team agreed to finalise and sign the Team Contract within the next three days, establishing roles, expectations, communication standards, and procedures for the project.

3. Key Decisions

3.1 Selected Project Domain

Digital Forensics – File Identification, Integrity Verification, Archiving & Transmission

The agent system will focus on:

- Scanning file systems for evidential items

- Filtering and identifying relevant files

- Applying SHA-256 integrity verification

- Archiving files with metadata

- Securely transmitting evidence for analysis

3.2 Work Allocation

The team agreed to split the report into three main sections:

Abdullah:

- Introduction

- System requirements

- Design decisions

- Literature Rationale

Sarra:

- Methodology

- Strengths and weaknesses

- Challenges and mitigations

Naeema:

- Multi-agent architecture

- Workflow explanation

- Critical evaluation

- Integration, final editing, referencing and formatting

Each member will contribute approximately 400–450 words, ensuring equal workload distribution.

3.3 Writing & Referencing Standards

The team confirmed the following:

- Use a single Harvard referencing style

- Maintain a consistent academic tone

- Avoid duplication across sections

- Align content to the selected domain

3.4 Timelines

- Individual sections due: 26 November 2025

- Group integration & review: 27 November 2025

- Final proofreading & submission: Before 1 December 2025 deadline

3.5 Team Contract Agreement

The team reviewed and agreed on the Team Contract during this meeting. All members discussed expectations, roles, communication procedures, and responsibilities. The contract was discussed in detail during the meeting and electronically finalised and signed within the agreed timeframe.

4. Risks Identified

- Possible inconsistencies in writing tone → Mitigation: final unified edit by Naeema

- Domain misalignment → Mitigation: Team will ensure all sections reference Digital Forensics only

- Time constraints → Mitigation: Submit early for buffer

5. Meeting Close

The meeting concluded at 1:30 PM UK time. All team members confirmed the decisions and next steps. The group is aligned on the chosen domain, workload distribution, standards, and deadlines.

Date: Friday, 28 November 2025

Time: 11:00 AM UK Time

Duration: 30 minutes

Platform: Zoom

Attendees: Abdullah, Sarra, Naeema (Group B)

Module: Intelligent Agents – Unit 6 Team Project

1. Purpose of the Meeting

The meeting was held to review the final progress of the Unit 6 Development Team Project, confirm that all required sections have been completed, ensure alignment across the report, and agree on the submission process. The team also revisited the expectations for the Peer Review (Individual) task.

2. Summary of Discussion

The team revisited all drafted sections based on the decisions from the previous meeting (17 November). Each member confirmed that their work is complete and that the content is consistent with the selected domain:

Digital Forensics – File Identification, Integrity Verification, Archiving & Transmission.

The group reviewed the final integrated report and confirmed:

- All required components and academic criteria are met.

- Diagrams, methodology, architecture, and evaluations are correctly aligned.

- Referencing and formatting follow a unified Harvard style.

The team agreed that the project is fully ready for submission.

3. Key Decisions

3.1 Submission Responsibility

The team totally agreed that Naeema will complete the final submission on behalf of all group members, ensuring timely upload.

3.2 Final Review Confirmation

All members confirmed their sections are complete, reviewed, and integrated properly. No additional changes are required.

3.3 Peer Review (Individual)

The team discussed the Individual Peer Review requirement and agreed that each member must complete and submit their Peer Review independently before the deadline.

4. Meeting Close

The meeting concluded at 11:30 AM UK time. All members confirmed alignment on the final submission and Peer Review expectations.