Kick-off Meeting Minutes

Date: Wednesday, 19th February 2025. 10 am (UK Time)
Attendees: Georgios, Yemi

Agenda & Key Decisions

1. **Project Scope:**

   ○ We agreed on **Academic Research Online**.
   ○ We will be using Python with relevant libraries for implementation.

2. **Assigned Tasks:**

Task	Assigned To	Notes
Writing (Structure, Presentation, Draft)	Georgios	First draft of the proposal, ensuring clarity, flow, and adherence to word limit. 📄 Intelligent Agents - Development Team Pr…
Design UML Diagrams, Library Selection	Yemi	Create at least two UML diagrams (e.g., sequence, class, or activity diagrams). Finalise technology stack.
Proofreading & Reviewing	Trevor	Review drafts for clarity, consistency, and correctness before submission.
Communication with Tutor, Team Contracts, Administrative Tasks	Jindrich	Ensure all team agreements are documented and tutor communications are handled.

Please view and track assigned tasks in detail (with deadlines) here:
https://docs.google.com/spreadsheets/d/1Mf8u0s_h5bomFYtnzbUZuF7HS_hVGKU mj8yixHmu4NU/edit?usp=sharing

3. **Next Steps:**
   - **Next Meeting:** Tuesday 25th February 2025, 10 am (UK time).
   - Progress updates on all tasks.
   - Discussion on challenges and adjustments if needed.