

Weeks 9 -10 – Portfolio Documentation

Date: 8 December 2025

Mode: WhatsApp (online)

Participants: Anjali, Sandra, Aleksandrs

Meeting lead by Aleksandrs

Meeting notes prepared by Sandra

Purpose

- Prepare project portfolio documentation

Key Discussion

- README drafted
- Annotated table of contents drafted

Decisions

- Portfolio structure approved

Actions

Action	Responsible
Upload documentation	Team