Week 8 – Transition to Portfolio Preparation

Date: 24 November 2025

Mode: WhatsApp (online)

Participants: Anjali, Sandra, Aleksandrs

Meeting lead by Aleksandrs

Meeting notes prepared by Sandra

Purpose

- Transition from development to portfolio preparation

Key Discussion

- GitHub structure reviewed
- Required portfolio artefacts identified
- Decision to document full process evidence

Decisions

- Portfolio preparation phase begins

Actions

Action	Responsible
Create repository structure	Sandra
Upload notebook & data	Team