

Week 10 – Portfolio Documentation

Date: 13 December 2025

Mode: WhatsApp (online)

Participants: Anjali, Sandra, Aleksandrs

Meeting lead by Aleksandrs

Meeting notes prepared by Sandra

Purpose

- Review of portfolio

Key Discussion

- Folder-level READMEs created
- Links and artefacts checked – to be finalized

Decisions

- Portfolio to be finalized and ready for submission by 19 December

Actions

Action	Responsible
Final GitHub check	Sandra
Submission preparation	Team