# **Team Meeting 15/11/2023 18:30**

**Attendance**

* Tomas Mestanza
* Francis Muwalo
* Richard Orrell
* Tara Casserly

# **Submission components**:

* **Presentation - Tara**
  + Address EDC's complaints & how they will be mitigated
  + When new systems will be available
  + New system cost
  + New system deviations from expectations
  + Include demonstration of Python application
* **Python application - Rich**
  + Used for cost estimation
  + Copious comments in code
  + Readme file detailing how it is installed/executed, decisions on method chosen, and sources/algorithms used
* **Table of requirements - Tomas**
  + Requirements for modified systems
  + Justifications for why they were selected
  + State assumptions needed to design the project plan
* **Fully costed project plan - Francis**
  + Detail the components and cost price for modified system (marketing have advertised it at £399.99)
  + When new prototypes will be ready
  + Discuss whether making one or two new systems.
  + Discuss how the requirements for EDC and new/existing users will be met
* **Business-ready proposal - Tara**
  + Well-structured with no typographical errors
  + Present recommendations in a clear and easy format
  + Proofread it prior to submission