# **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