

CE903 (MSc Group Project):
Minutes of Group Meetings of the Group 18

FIRST MEETING

Date & time of meeting:
Sunday 22/01/2023 at 11:00 to 11:45

Place of meeting:
Zoom Meeting

Group members present: **Parin Shah - Ankur Shah - Payman Sazesh – Sobhan Radfar
Riffat Siddiqui - Muhammad Saad - Akshay Mohan Nair - Revati Pimparkar - Tejas Shukla**

Group members absent but who explained their absence before the meeting (list given reason(s) for absence against each name):
Muhammad Faizan Yousaf was absent because of sickness

All other group members (that is, those not listed in the previous two boxes):
Atif Shahzad - RIFFAT FATIMA

Name of chairperson for this meeting:
Ankur Shah

Name of secretary for this meeting:
Payman Sazesh

Are the minutes of the previous meeting agreed as a correct record (after correction of matters of fact)?

As this is the first meeting there is no previous minutes.

List any corrections of matters of fact here:

As this is the first meeting there is no previous corrections of matters

Review all actions agreed at previous meeting and record how far individual responsibilities have been fulfilled.

As this is the first meeting there is no any actions agreed at previous meeting

Where individual responsibilities have not yet been fulfilled within the agreed timescale, list (for each responsibility) the reasons given:

As this is the first meeting there is no any responsibilities allocated to each person.

New matters discussed:

- 1- The group members introduce themselves and talked about their abilities and their weakness.
- 2- A website interface was agreed by the group members to be the platform of the project.
- 3- The second meeting date and time settled and agreed by the group members.
- 4- It was decided that the duties of the members will be delegated to them in the next meeting, which will be in person.

Issues/problems to be reported to project supervisor:

As the project just started there is no any problem faced by the group members yet.

List all actions requiring attention (i.e., those uncompleted actions from the previous meeting and all actions agreed at the present meeting), the agreed timescale for completion of each one and who is responsible for each one (including setting an agenda for the next meeting and writing the minutes of the present meeting). *Uncompleted actions from the previous meeting should be the first on this list:*

- 1- **As this is the first meeting there is no any action required attention from previous meeting.**
- 2- It was decided that the duties of the members will be delegated to them in the next meeting, which will be in person.
- 3- **The date and the time of next meeting settled for Monday 23/01/2023 and agreed by the group members.**

Record here the agreed chairperson, secretary, date, time and place of next formal meeting:

Payman Sazesh and Ankur Shah respectively will be the agreed chairperson and secretary of the next meeting will hold in STEM on Monday 23/01/2023 from 16:00 to 18:00.