

Meeting Minutes

Group Name: FireSoft Limited

Project Title: Airport Flight Management System

Meeting 1

Date: March 21, 2024

Time: 10:00 AM

Location: Virtual Meeting Platform (Zoom)

Attendees:

Asef Tajwar Tanim (M00891553)

Harrishkobi Srilavan (M00762244)

MD Mahdub Golam Hasan (M00868561)

Agenda:

Review progress on individual tasks.

Discuss any roadblocks or challenges faced.

Brainstorm solutions for overcoming challenges.

Plan next steps and assign responsibilities.

Any other business.

Minutes:

Review progress on individual tasks:

Harrishkobi updated the team on SCRUM practices implementation and ongoing facilitation of team meetings.

Asef shared progress on documentation tasks, highlighting completed administrative work such as scheduling meetings and maintaining records.

MD Mahdub Golam Hasan discussed contributions to software development and testing, including collaboration with other team members.

Discuss any roadblocks or challenges faced:

The team acknowledged the challenge of managing workload with a small team size.

Harrishkobi expressed concerns about maintaining momentum and ensuring timely completion of tasks.

Asef mentioned difficulties in coordinating schedules and ensuring effective communication due to team members' unavailability.

MD Mahdub Golam Hasan highlighted the time-consuming nature of debugging and testing code.

Brainstorm solutions for overcoming challenges:

The team discussed the possibility of redistributing tasks to balance workload more effectively.

Harrishkobi suggested reaching out to the ambassador for potential support or guidance.

Asef proposed setting clear deadlines and priorities to streamline task management.

MD Mahdub Golam Hasan recommended utilizing online resources and tutorials for addressing coding challenges more efficiently.

Plan next steps and assign responsibilities:

The team agreed to prioritize critical tasks and allocate resources accordingly.

Harrishkobi volunteered to contact the ambassador for assistance with absent team members.

Asef offered to take on additional coordination responsibilities to ensure smooth project management.

MD Mahdub Golam Hasan agreed to focus on improving coding skills and sharing resources with the team.

Action Items:

Harrishkobi to contact the ambassador for potential support with absent team members.

Asef to take on additional coordination responsibilities for smoother project management.

MD Mahdub Golam Hasan to focus on improving coding skills and sharing resources with the team.

All team members to prioritize critical tasks and communicate any challenges or roadblocks promptly.

Meeting 2

Date: March 30, 2024

Time: 6:00 PM

Location: University Library

Attendees:

Asef Tajwar Tanim (M00891553)

Harrishkobi Srilavan (M00762244)

MD Mahdub Golam Hasan (M00868561)

Agenda:

Review progress on tasks since the last meeting.

Discuss any issues encountered.

Brainstorm solutions for addressing challenges.

Assign responsibilities for upcoming tasks.

Any other business.

Minutes:

Review progress on tasks since the last meeting:

Harrishkobi provided updates on the progress made in contacting the ambassador and coordinating with absent team members.

Asef discussed advancements in documentation tasks and improvements in communication channels.

MD Mahdub Golam Hasan shared updates on software development efforts and successful debugging of certain modules.

Discuss any issues encountered:

The team noted a slight delay in completing some tasks due to unexpected technical difficulties.

Harrishkobi highlighted the importance of maintaining open communication to address such challenges promptly.

Asef suggested exploring alternative approaches to overcome technical hurdles more efficiently.

Brainstorm solutions for addressing challenges:

The team brainstormed potential solutions for improving coding efficiency and streamlining debugging processes.

Harrishkobi proposed organizing coding workshops or peer review sessions to enhance coding skills within the team.

Asef recommended allocating dedicated time slots for troubleshooting and debugging tasks to ensure consistent progress.

Assign responsibilities for upcoming tasks:

Harrishkobi assigned specific tasks related to contacting the ambassador and updating project documentation.

Asef took responsibility for coordinating with absent team members and ensuring their integration into ongoing tasks.

MD Mahdub Golam Hasan volunteered to lead debugging efforts and organize coding workshops for knowledge sharing.

Action Items:

Harrishkobi to follow up with the ambassador and provide updates to the team.

Asef to coordinate with absent team members and integrate them into ongoing tasks.

MD Mahdub Golam Hasan to lead debugging efforts and organize coding workshops.

All team members to prioritize troubleshooting and debugging tasks to ensure timely progress.

Meeting 3

Date: April 11, 2024

Time: 05:00 PM

Location: University Library

Attendees:

Asef Tajwar Tanim (M00891553)

Harrishkobi Srilavan (M00762244)

MD Mahdub Golam Hasan (M00868561)

Agenda:

Progress update on tasks since the last meeting.
Address any unresolved issues or concerns.
Plan for upcoming project milestones.
Assign roles and responsibilities for the final phase.
Any other business.

Minutes:

Progress update on tasks since the last meeting:

Harrishkobi provided updates on the communication with the ambassador and successful integration of absent team members into ongoing tasks.
Asef discussed advancements in project documentation and coordination efforts, ensuring smooth collaboration among team members.
MD Mahdub Golam Hasan shared progress on debugging tasks and successful resolution of technical issues encountered.
Address any unresolved issues or concerns:
The team addressed any remaining technical challenges and brainstormed solutions collaboratively.
Harrishkobi emphasized the importance of maintaining momentum and focus to meet upcoming project milestones.

Plan for upcoming project milestones:

The team reviewed the project timeline and identified key milestones for the final phase.
Asef proposed setting interim deadlines for major deliverables to ensure timely completion.
MD Mahdub Golam Hasan suggested conducting thorough testing procedures to guarantee the quality of the final product.

Assign roles and responsibilities for the final phase:

Harrishkobi assigned specific tasks related to finalizing project documentation and preparing for the project presentation.
Asef took responsibility for coordinating the final testing phase and ensuring all requirements are met.
MD Mahdub Golam Hasan volunteered to lead the preparation of the project presentation and address any last-minute technical issues.

Action Items:

Harrishkobi to finalize communication with the ambassador and ensure all necessary support is secured.
Asef to coordinate the final testing phase and ensure all requirements are met.
MD Mahdub Golam Hasan to lead the preparation of the project presentation and address any last-minute technical issues.
All team members to adhere to interim deadlines and prioritize tasks to meet project milestones effectively.

Meeting 4

Date: April 20, 2024

Time: 2:30 PM

Location: Virtual Meeting Platform (Zoom)

Attendees:

Asef Tajwar Tanim (M00891553)

Harrishkobi Srilavan (M00762244)

MD Mahdub Golam Hasan (M00868561)

Agenda:

Review progress on tasks since the last meeting.

Finalize preparations for project submission.

Discuss any remaining issues or concerns.

Confirm readiness for project presentation.

Any other business.

Minutes:

Review progress on tasks since the last meeting:

Harrishkobi provided updates on the finalization of project documentation and successful coordination with the ambassador.

Asef discussed the completion of the final testing phase and addressed any outstanding issues identified.

MD Mahdub Golam Hasan shared progress on the preparation of the project presentation and addressed any last-minute technical challenges.

Finalize preparations for project submission:

The team reviewed all project deliverables and ensured they meet the required standards.

Asef emphasized the importance of thorough documentation and adherence to submission guidelines.

Discuss any remaining issues or concerns:

The team addressed any remaining technical issues and resolved them collaboratively.

Asef highlighted the importance of conducting a final review to catch any potential errors or inconsistencies.

Confirm readiness for project presentation:

The team confirmed the readiness of the project presentation and rehearsed key talking points.

MD Mahdub Golam Hasan volunteered to lead the presentation and ensure a smooth delivery.

Action Items:

Harrishkobi to finalize project documentation and ensure all submission requirements are met.

Asef to conduct a final review of all project deliverables to catch any potential errors or inconsistencies.

MD Mahdub Golam Hasan to lead the project presentation and ensure a smooth delivery.

All team members to prepare for project submission and presentation according to the agreed-upon timeline.