**WW1 Database Meeting Summary**

**Meeting Time and Date**

13/02/2025

11:00 – 13:00

University of Bradford Labs

**Attendees**

Muhammad Adnan - 23018288

Hamza Junaid - 23044592

Shahzaib Hayat – 23018904

Asnain Khan – 23017891

Farhan Assam - 23018284

Daniyal Dad - 23019720

**Absent**

Habib Akhtar – attended on Teams

**Next Meeting**

17/02/2025

14:00 - 15:00

University of Bradford Labs

Meeting Adjourned – 13:00

Prepared By Muhammad Adnan

**Notes**

The first group meeting focused on introductions, setting goals, and defining roles and responsibilities. Members discussed the purpose of the group, agreed on a meeting schedule, and established preferred communication channels. The next meeting was scheduled with an agenda outline. The meeting concluded with a shared understanding of expectations and next steps.

NDAs were signed.

**Meeting Time and Date**

17/02/2025

14:00 – 15:00

University of Bradford Library

**Attendees**

Muhammad Adnan - 23018288

Hamza Junaid - 23044592

Shahzaib Hayat - 23018904

Asnain Khan – 23017891 - late

Farhan Assam - 23018284

Daniyal Dad – 23019720

**Absent**

Habib Akhtar – attended on Teams

**Next Meeting**

20/02/2025

11:00 - 13:00

University of Bradford Library

Meeting Adjourned – 15:00

Prepared By Muhammad Adnan

**Notes**

We have reviewed and determined the appropriate methodology for our project, ultimately selecting Agile. This approach aligns with our team's skill set and allows for an efficient distribution of tasks among all members. Additionally, we have thoroughly discussed the project requirements and are in the process of assigning specific tasks to each team member, ensuring a balanced workload and clear accountability. We have prioritised certain requirements over others. As of now, the individual progress for each team member is good. Everyone has had an input in the meeting, and we just need to assess who’s going to do which tasks and what.

**Meeting Time and Date**

20/02/2025

11:00 – 13:00

University of Bradford Library

**Attendees**

Muhammad Adnan - 23018288

Hamza Junaid - 23044592

Asnain Khan – 23017891

Farhan Assam - 23018284

Daniyal Dad – 23019720

**Absent**

Habib Akhtar – attended on Teams

Shahzaib Hayat – 23018904

**Next Meeting**

24/02/2025

14:00 - 15:00

University of Bradford Labs

Meeting Adjourned – 13:00

Prepared By Muhammad Adnan

**Notes**

Everyone had been given their tasks in the last meeting, so everyone had something to do. This meeting was to see how much progress everyone has done and how everyone has been getting on. The progress was below par, and we weren’t making much progress because we were still trying to understand the tasks and what was required from us. The work plan was completed so everyone knew exactly what they were doing.

**Meeting Time and Date**

24/02/2025

14:00 - 15:00

University of Bradford Library

**Attendees**

Muhammad Adnan - 23018288

Hamza Junaid - 23044592

Shahzaib Hayat – 23018904

Asnain Khan – 23017891

Farhan Assam - 23018284

Daniyal Dad – 23019720

**Absent**

Habib Akhtar – attended on Teams

**Next Meeting**

27/02/2025

11:00 – 13:00

University of Bradford Library

Meeting Adjourned – 15:00

Prepared By Muhammad Adnan

**Notes**

In this meeting we met up and checked if tasks have been completed yet most of the tasks still needed completing, some tasks like data description and interface design were completed or in their final stages.

**Meeting Time and Date**

27/02/2025

11:00 – 13:00

University of Bradford Library

**Attendees**

Muhammad Adnan – 23018288 – Not Attended

Hamza Junaid – 23044592 – Not Attended

Shahzaib Hayat – 23018904 – Not Attended

Asnain Khan – 23017891 – Not Attended

Farhan Assam – 23018284 – Not Attended

Daniyal Dad – 23019720 – Not Attended

**Absent**

Habib Akhtar – attended on Teams

**Next Meeting**

03/03/2025

14:00 – 15:00

University of Bradford Labs

Prepared By Muhammad Adnan

**Notes**

This meeting was cancelled.

**Meeting Time and Date**

03/03/2025

14:00 – 15:00

University of Bradford Library

**Attendees**

Muhammad Adnan - 23018288

Hamza Junaid - 23044592

Shahzaib Hayat – 23018904

Asnain Khan – 23017891

Farhan Assam - 23018284

Daniyal Dad – 23019720

**Absent**

Habib Akhtar – attended on Teams

**Next Meeting**

06/03/2025

11:00 – 13:00

University of Bradford Labs

Prepared By Muhammad Adnan

**Notes**

We completed the interface design and literature review progress improved and tasks are either in final stages or completed. Some people have issues in their tasks, so everyone helped in aiding them and completing tasks efficiently.

**Meeting Time and Date**

06/03/2025

11:00 – 13:00

University of Bradford Labs

Prepared By Muhammad Adnan

**Attendees**

Muhammad Adnan - 23018288

Hamza Junaid - 23044592

Shahzaib Hayat – 23018904

Asnain Khan – 23017891

Farhan Assam - 23018284

Daniyal Dad – 23019720

**Absent**

Habib Akhtar – attended on Teams

**Next Meeting**

No meeting is planned.

**Notes**

Most people have completed their parts of the code, and this was all compiled into one visual studio code document which will be uploaded to GitHub. The project brief, introduction of team expertise and peer review has also been completed and will be uploaded onto GitHub. The meeting minutes have also been recorded every week and are completed. The canvas assignment will also be submitted within this week. We also discussed how we are going to present to the client and what we question we need to ask and what feedback we might get from Ray Greenhough.