**Meeting Minutes 11/02/25**

**Participants:**

Sara Ali

Noreen Fatima

Mohammed Suleman Riaz

Shad Mortaza

Uzair Ali

Sakib Iqbal

Sahil Farooq

**Absences:**

Sana Ullah – Haven’t responded to any emails. Haven’t attended any meetings or the client interview.

**Content:**

The team members present discussed who will do what section on the documentation. Made sure everyone had GitHub accounts. Aim for the next meeting was to decide on a suitable methodology so all team members did their own research and have a complete workplan.

Sara Ali – work plan, functional requirements

Noreen Fatima – meeting minutes, non-functional requirements

Mohammed Suleman Riaz – LSEPI

Shad Mortaza – Data Description

Uzair Ali – Interface

Sakib Iqbal – Interface, Introduction

Sahil Farooq – Literature review