Minutes for Team 6

## Call to Order

A weekly meeting of Team minutes was held on 03-03-25 at Bradford Uni. It began at 12:00 and was presided over by Ahmad Ghrewi with Fizan Anjum as secretary.

## Attendees

All group members other than Ali Haider were present.

## Agenda

To discuss progress and work on a peer review together for each team member together and discuss. Goal is to be ready before deadline day and plan for our demo session on Tuesday.

## Discussions

The team discussed progress and issues related to the project focusing on documentation and task assignments and started to make a peer review. The team emphasized the importance of linking all the documentation in the final document correctly and ensuring access for client/demonstrator. The team also discussed the need for better communication and assigned overall scores for contributions with a peer review. The team discussed the importance of unit testing and documentation for the end product.

## Action Items

Fizan will chase further to ensure that all team members have signed the NDA document and chase the client for an update regarding feedback. Also staying ontop of minutes

Tom will implement the CSS provided for the login page and dashboard created by Zakir.

The project report created by Ahmad will be uploaded to GitHub.

Peer review will be checked over by Ahmad to see if anything needs to be changed/cleaned up.

Dan will create a video demonstrating the product and save a copy of this to the github.

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| Fizan Anjum |  | 04.02.25 |
| Secretary |  | Date of Approval |