Minutes for Team 6

## Call to Order

A weekly meeting of Team minutes was held on 25-02-25 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 Dan Nicholson were present.

## Agenda

To discuss progress and go through the work done by people already and assign new tasks.

## Discussions

The team discussed the need for a more structured approach to project management, Ahmad expressed a willingness to step down as leader if someone believes they can organize us better. We discussed using an Agile approach for our development going forward and have been using a gantt chart to track tasks and assign tasks to people. The team aims to submit their project documentation and the code by the deadline with a focus on user roles and permissions. A need for a peer review was discussed and a video explanation of the prototype(to be done by Dan)

## Action Items

Tom to implement an admin panel with the functionality to add, edit and remove users.

Tom to implement the supervisor and staff roles, with different access levels to view and edit tasks.

Zakir to work on CSS and work with Tom regarding implementation.

Ahmad will ensure that all team members are contributing to the project and that their work is visible in github(documents/code)

Dan Nicholson to provide assistance to team members who may need extra help with the project such as Ali.

Fizan Anjum to work on the NDA and distribute it amongst the team

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| Fizan Anjum |  | 26.02.25 |
| Secretary |  | Date of Approval |