Minutes for Team 6

## Call to Order

A weekly meeting of Team minutes was held on 06-02-25 at Bradford Uni. It began at 12:00 and was presided over by Ahmad Ghrewi with Fizan Anjum as secretary.

## Attendees

All group members attended

## Agenda

Discussed the task at hand – discussed the notes that we got from the client to get a broader understanding of the system being developed.

## Discussions

Went through the notes from client

Discussed the various design ideas proposed & presented by Zakir

Went through everyone’s strengths & weaknesses to get ideas of how people can contribute to the team overall.

Zakirs strengths like in Design documentation.

Dan’s strengths are in Coding and he is proficient in documentation/testing as well.

Tom’s strengths are in coding.

Fizan’s strengths are in coding & documentation.

Amad’s strengths are in documentation & managing the team.

Murtaza’s strengths are documentation & project management.

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| Fizan Anjum |  | 10.02.25 |
| Secretary |  | Date of Approval |