Minutes for Team 6

## Call to Order

A weekly meeting of Team minutes was held on 11-02-25 at Bradford Uni. It began at 13:00 and was presided over by Amad Ghrewi with Fizan Anjum as secretary.

## Attendees

All group members other than “Ali Haider” were present.

## Agenda

Discussed task priorities – Go over design and start assigning tasks out to people.

## Discussions

Went through the task priorities –

Zakir presented a design layout and the team provided feedback and improvements.

Zakir also presented a gantt chart – which we used to start assigning work out to people and split work out.

Ahmad our Team leader assigned people work.

Once people were happy with their tasks for the next week we adjourned the meeting and plan to meet up on the 17th to discuss progress over where everyone is at.

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| Fizan Anjum |  | 20.02.25 |
| Secretary |  | Date of Approval |