# Meeting Minutes Team 12

**Meeting 1:** Workflow Management System Requirements

**Date:** February 6, 2025

**Time:** 11:00-12:30

**Location:** Library – In person

**Attendees:** Ali, Aliya, Laiba, Maryam, Radin

**Absentees:** Ahmed, Jenish

**Discussion and Planning:**

* Planning the technology stack for system development
* Finalizing the functional and non-functional requirements
* Discussed the project requirements in detail as mentioned by client (in client meeting)
* Discussed and analyzed overall project, strengths and skills of team members

**Meeting 2:** Workplan, Development framework and Task assignment

**Date:** February 12, 2025

**Time:** 12:00-13:15

**Location:** Library – In person

**Attendees:** Ahmed, Ali, Aliya, Laiba, Maryam, Radin

**Absentees:** Jenish

**Discussion and Planning:**

* Discussing and highlighting which development and management framework should be used
* We researched and worked in pairs to find the most efficient and the most relevant development framework
* We sketched and planned the user interface
* Planned and discussed the main functions of the system would be assigned to the team members