# 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.

**Individual Progress**

**Ali:** Contributed and provided successful progress towards getting the requirements approved from the client.

**Aliya:** Did research on the client’s needs and helped refined system requirements. Also, provided feedback on the requirement drafts to ensure clarity.

**Laiba:** Helped in documenting functional and non-functional requirements making sure they are up to standards.

Collaborated with the team to finalise requirements specifications before sending it to the client for approval.

**Maryam:** Checked and proofread the requirement document for accuracy and completeness and she made sure all the necessary features were covered.

Participated in team discussions and provided valuable input.

**Radin:** Helped identify any potential challenges and assisted in structuring the requirement document.

**Team Progress:** In the first week, our team worked closely together to polish the project requirements. Everyone provided valuable input in our discussions, which helped us cover every important detail. Everyone made good progress overall according to their tasks assigned on Jira.

**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

**Individual Progress**

**Ali:** Led discussions on selecting the appropriate development and management framework. Including agile and waterfall methodologies.

Provided detail into how each framework would impact our workflow and efficiency.

His task for this week was to finalise and get the requirement approved by the client which he completed successfully.

**Aliya:** Worked with group members to research different frameworks considering various factors.

Showed her research to the team selecting the most appropriate framework for the project.

**Laiba:** Worked on the UI/UX design creating the initial sketches and wireframes for the user’s interface.

Made sure the interface aligned with the users and clients need.

**Maryam:** Assisted Laiba with the UI/UX sketching and helped in planning the main system functionalities and ensured each feature was well-defined.

Participated in team discussions and provided valuable input.

**Radin**: Contributed to discussions about task allocation, ensuring that development roles were assigned based on expertise of each member.

Helped break down system functionalities into manageable development tasks.

**Ahmed:** Reviewed the proposed framework and UI designs, providing feedback on feasibility and potential improvements.

**Group Progress:** During week 2, our team focused on selecting the most suitable development and management framework for the project. Through collaborative research and discussions, we compared various frameworks and evaluated their effectiveness in meeting project requirements. Additionally, we sketched and planned the user interface, ensuring a user-friendly design that enhances functionality. Everyone made good progress overall according to their tasks assigned on Jira.

**Meeting 3:** Workplan and Task assignment

**Date:** February 17, 2025

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

**Location:** Library – In person

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

**Absentees:** Jenish

**Discussion and Planning:**

* Analyzed how to incorporate the functionalities in the system.
* Sketched the user interface and the functionalities that must be integrated into the system.
* Discussed the work plan who would be doing what.
* Setup GitHub file structure and repository.
* Discussion on the progress of the SRS document

**Ali:** Focused on structuring the work plan, ensuring tasks were evenly distributed among team members and helped team members with setting up GitHub and troubleshooting errors and confusions.

Provided input on defining user roles and how they should interact with the system.

**Aliya:** Contributed to sketching the user interface, outlining key features that need to be incorporated.

Suggested improvements to navigation and UI layout to enhance user experience

**Laiba:** Helped setting up the GitHub repository and file structure, ensuring efficient version control and a code base.

Started creating a work plan for the group in the shape of a Gantt chart.

**Maryam:** Worked on reviewing the SRS document, identifying sections that required further clarification.

**Radin:** participated in task assignment discussions, helping determine which team members were best suited for specific development areas

**Ahmed**: Led the discussion on integrating system functionalities, ensuring alignment with project requirements

**Group Progress:**

During our third meeting, the team focused on planning and task allocation to ensure a structured development process. We analyzed how to integrate key system functionalities and sketched the user interface, ensuring all necessary features were accounted for. The work plan was finalized, with each team member assigned specific tasks based on their expertise. Additionally, we set up the GitHub repository and file structure to streamline collaboration. Progress on the SRS document was also reviewed. Everyone made good progress overall according to their tasks assigned on Jira.

**Meeting 4:** Progress on coding tasks and overall project discussion

**Date:** February 24, 2025

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

**Location:** Library – In person

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

**Absentees:** Jenish

**Tasks allocation:** Long-term tasks were assigned to each team members and everyone knew what they were doing as the tasks were also allocated on Jira.

**Individual progress:**

**Ali:** Started developing the login page and integrating authentication functionality and showed good progress.

**Aliya:** Worked on designing and structuring the staff page, ensuring an intuitive layout.

Progress was slightly delayed due to technical errors and dependencies issues.

**Laiba:** Worked on backend database integration, setting up tables and relationships.

**Maryam**: Progressed on developing the user profile page, ensuring users can view their details.

**Radin:** Began working on the user management system, allowing admins to create, edit, and delete users.

**Ahmed:** Started implementing the password reset functionality, ensuring users can securely reset their passwords if forgotten.

**Team Progress:** In this meeting, the team reviewed progress on long-term coding tasks and ensured that everyone was aligned with their assigned responsibilities. Each member made significant progress on their respective tasks, with development efforts focused on authentication, user management, navigation, and backend integration.

**Meeting 5:** Progress on coding tasks and overall project discussion

**Date:** March 3, 2025

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

**Location:** Library – In person

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

**Absentees:** Jenish

**Tasks allocation:** Long-term tasks were assigned to each team members and everyone knew what they were doing as the tasks were also allocated on Jira.

**Individual progress:**

**Ali:** Successfully designed the login page and has now progressed to backend database setup, focusing on secure user authentication and data storage.

**Aliya:** Working on designing and structuring the staff page. Implemented the navigation panel, focusing on responsiveness and user accessibility.

**Laiba:** has completed backend database integration, setting up tables and relationships, and has now progressed to developing the supervisor page, ensuring proper structure and data flow.

**Maryam**: has built the user profile page, allowing users to view their details, and has now moved on implementing the change password feature, focusing on input validation and security

**Radin:** has successfully built the user management system, enabling admins to create, edit, and delete users, and is now working on secure access control, ensuring restricted actions based on user roles.

**Ahmed:** Started implementing the password reset functionality, ensuring users can securely reset their passwords if forgotten. Working on email verification and password reset token generation for security.

**Team Progress:** The tasks are being tracked and updated on Jira and the team is making a good steady progress towards completing the key system functionalities**.**