MEETING MINUTES

Team 22 – Enterprise Pro

In Attendance

Hasan Akhtar
Humayun Razaq
Hamza Khan
Hammad Aziz
Umair Siddiq
Ehtesham Shah
Rahat Nafees
Client (**YHROCU**)

Agenda

Meeting with the Client regarding the project at the beginning

Key Points

Issues with current project management system (using Microsoft services):

- Lack of task alerts.
- Deleted tasks are gone forever with no recycle bin.
- Lack of oversight for all projects and insufficient filtering capabilities.
- Inability to assign individual tasks to people on the same project.

Individual Tasks will:

- Be part of projects but searchable individually.
- Include Title and Details at a minimum.
- Have Status options: New, In-progress, Completed, Overdue.
- Exclude progress changes (part of the project updates instead).
- Include assigned and due dates, usable for filtering, sorting, and searching.

Different roles and permissions:

- User: View all tasks and projects assigned to them; provide progress updates for their own tasks; internal login.
- Supervisor: Read-only view of all tasks and projects; cannot make changes.
- Admin: Full access to view and edit all internal data; create users; modify the system.

Other Points

Project goals:

- Ability for anyone to create tasks and filter them, grouped by date and/or status.
- Admin features and supervisor read-only access.
- Ensure physical updates by users, not just percentages.
- Minimum security; internal system; login with username and password; registration by admins.
- Separate interns and permanent staff; search projects by teams.
- Prioritize basic functionality over security and finer details.
- Tasks to be updated at least once a week, with monthly exports.

Next Steps

After the meeting, we decided to collate the notes, do meeting minutes (inc. this) and initial documents

- Collating Notes – Hasan & Humayun (Completed)
- Meeting Minutes – Humayun & Hasan (In-progress)
- Software Requirements Document (SRS) – Ehtesham (Not started yet)
- Objectives & Scope Document – Hammad (In-progress)

Summary

Client meeting went well, got all responses that are required, established email contact and everything going good overall, no further action required other than mentioned above.