

MEETING MINUTES

Team 22 – Enterprise Pro

4 February 2025 | 2:30pm – 3pm and 3:30pm – 5:15pm | Meeting called by Hasan

In Attendance

Hasan Akhtar
Humayun Razaq
Hamza Khan
Hammad Aziz
Umair Siddiq
Ehtesham Shah
Rahat Nafees

Agenda

Finalising questions to ask the client and preparing for the interview before 3pm.
After 3:30pm, collating notes and producing team documents (SRS and Objectives/Scope)

Key Points

Objectives/Scope document was created by Hasan and Hammad below is a summary of it:

- **Objective:** Develop an Activities/Project Management System for YHROCU to improve task organization, tracking, and supervision.
- **Scope:**
 - Team members assigned to create SRS, SDD, and relevant project documentation.
 - System will feature task creation, assignment, status updates, filtering, and project grouping.
 - Admins will have full control over users, projects, and tasks, while supervisors will have read-only access.
- **Functional Features:**
 - Task and project management with filtering, sorting, and search capabilities.
 - Role-based access: Users (update progress), Supervisors (view-only), Admins (full control).
 - Email notifications for task updates and assignments.
 - Task updates will be logged weekly, and reports will be exportable monthly
- **Security Considerations:**
 - Internal login system (username/password, admin-controlled registration).
 - No external access or advanced security (e.g., encryption, multi-factor authentication).
- **Project Goals:**
 - Deliver an operational system covering all key functionalities.
 - Ensure a structured and efficient task management workflow.
 - Prioritize usability and efficiency over complex security measures.

SRS was also created by Ehtesham, Questions for the client interview were decided and delivered then.

Other Points

Summary of the questions asked for the client.

- **Primary goals of the new workflow management system:**
 - Improve task tracking and assignment efficiency.
 - Enhance visibility and reporting for supervisors.
 - Ensure adaptability to changing workflow processes.
- **Examples of tasks to be managed:**
 - Daily operational tasks
 - Project-specific tasks.
 - Ad-hoc requests.
- **Current task assignment and tracking methods:**
 - Manual assignment via email.
 - Tracking through spreadsheets.
- **Preferred programming language for the back-end:**
 - Python with Flask.
 - Java with Servlets.
- **User roles and permissions:**
 - Staff members: Basic task management.
 - Supervisors: Advanced reporting and task oversight.
- **Task status updates and progress logs:**
 - Include task start and end dates.
 - Progress percentage.
 - Comments and notes.

Summary of the SRS (created by Ehtesham and emailed to Client on Friday 7th)

- The **Enterprise Pro Task Management System** enhances project and task management by improving organization, tracking, and role-based access.
- Users can create, assign, and update tasks, while supervisors have read-only access and admins manage the system.
- The system supports filtering, reporting, and structured workflows, with internal authentication and admin-controlled user registration.
- Task updates are required weekly, with monthly reports available.
- Designed for **efficiency over security**, it operates internally with minimal security features.
- Future enhancements may include OpenAuth and task archiving.
- The goal is to deliver a **functional, user-friendly** system that streamlines task management and oversight.

Next Steps

Put here what was decided to happen next and who's going to do it

- Starting html code – Hamza & Umair
- Software Design Document – Hammad, Ehtesham & Rahat
- Meeting Minutes – Humayun & Hasan
- Starting Python code - Hasan

Summary

SRS documentation was completed, Interview questions were prepared and delivered, answers received and notes collated based on answers, Objectives/Scope document also produced, largely successful

Review of last meeting

Everything was completed in an orderly manner and in decent time

- Prepare Questions to ask the client [Everyone] – Completed before Client meeting
- Speak to the client in the meeting [Umair + Rahat] – Completed by others as well
- Make notes based on client meeting [Hasan + Humayun] – Completed
- Start drafting objectives [Ehtesham + Hammad] – Completed by Hammad, Ehtesham did SRS