meeting Minutes

Team 22 – Enterprise Pro

*11 February 2025 |****2:15pm-4pm*** | Meeting called by Hasan

# In Attendance

Hasan Akhtar

Humayun Razaq

Hamza Khan

Hammad Aziz

Umair Siddiq

Ehtesham Shah  (Absent)

Rahat Nafees (Late)

# Late/Absent note

Dear Team 22,

I am writing to sincerely apologize for my absence from yesterday’s meeting regarding the next steps of our project planning and discussion. I fully understand the importance of this session and deeply regret not being present to contribute to the conversation.

My absence was due to unforeseen commitments that required immediate attention, including completing overdue tasks from other lectures and modules. While I take full responsibility for failing to prioritize this meeting, I want to assure you that this was an exceptional circumstance and not reflective of my commitment to the project or the team.

I recognize that my absence may have caused inconvenience or delays, and I am committed to making this right. Please let me know how I can best catch up on the discussion points and action items from the meeting. I will promptly review the minutes once shared and am available to discuss my contributions or address any follow-up tasks at your earliest convenience.

Once again, I apologize for my absence and any disruption it may have caused. I value our collaboration and will ensure greater diligence in balancing my responsibilities moving forward.

Thank you for your understanding.

Best regards,

Ehtesham Shah

# Agenda

The meeting was called to update our team supervisor on our progress so far, finishing off the meeting minutes from last week, starting the programming and the SDD documentation.

# Key Points

* Hammad & Ehtesham are assigned to work on the Software Design Document (SDD)
* Humayun is responsible for documenting meeting minutes and programming the login page
* Hamza and Umair are working on HTML programming
* Hasan is in charge of Python programming
* Rahat is producing the Use-case diagram as part of the Software Requirements Specification (SRS)
* Hasan and Humayun finished off the meeting minutes from last week, which took longer than expected
* Hammad started on the SDD but was unsure; Hasan then provided a template

# Other Points

* Ehtesham wasn't present and hasn't started on any tasks yet
* Hasan hasn't started on Python programming yet because he's been sorting out everything else first
* Assigned tasks are subject to change but likely won't be changed yet

# Next Steps

* Continuing with assigned tasks - Everyone
* Make sure here for next meeting - Ehtesham
* Next team meeting minutes this week on Thursday - Everyone

# Summary

Meeting minutes from last finished, updated our team supervisor on our progress so far and assigned team members with new tasks.

# Review of last meeting

All tasks started, seeabove for more info

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