meeting Minutes

Team 22 – Enterprise Pro

18th February 2025 | **2:15pm-4pm** | Meeting called by Hasan

# In Attendance

Hasan Akhtar

Humayun Razaq

Hamza Khan

Hammad Aziz (Absent)

Umair Siddiq

Ehtesham Shah

Rahat Nafees (Late)

# Late/Absent note

To Team 22,

I apologize for missing the project meeting today. I had an unexpected emergency that required my immediate attention and couldn’t inform you in time. I hope everything went smoothly, and I’ll make sure to review any notes or updates shared. Please let me know if there’s anything specific I need to follow up on.

Yours Sincerely,

Hammad Aziz

# Agenda

Do finishing touches on signed-off Client SRS, continue working on assigned tasks

# Key Points

SRS was fully done and signed off by Team Leader (Hasan), SRS was also fully completed and more

* Humayun finished off login html and css that goes with it
* Rahat finished off the use-case diagram and added it to the SRS, SRS now fully finished
* Umair and Hamza continued working on their assigned html code

# Other Points

Discussed what needs to be done about Hammad, SDD also hasn’t been started properly yet (his responsibility), deadline extended for it to 4th March from 25th February.

# Next Steps

All Tasks progressing except SDD, that’s majorly behind schedule

* Produce SDD based on templates – Hammad, Ehtesham & Rahat
* Continue doing Meeting minutes – Humayun and Hasan
* Continue with programming – Umair, Hasan, Hamza and Humayun
* Next meeting on Monday 24th - Everyone

# Summary

All tasks progressing, SRS was finalised and Humayun finished off login html, however SDD progress unsatisfactory.

# Review of last meeting

These were the steps from last week

* Continue writing Python code - Hasan [Progressing]
* Work on SDD and SRS - Rahat, Ehtesham, Hammad [Behind schedule]
* Work on html code - Humayun, Umair, Hamza [Humayun finished, Hamza and Umair progressing]
* Watch Flask tutorial when Hasan releases it - Humayun, Hamza, Umair [Progressing]