meeting Minutes

Team 22 – Enterprise Pro

24th February 2025 | **12:00pm-12:30pm** | Meeting called by Hasan

# In Attendance

Hasan Akhtar

Humayun Razaq  (Absent)

Hamza Khan

Hammad Aziz

Umair Siddiq   (Absent)

Ehtesham Shah

Rahat Nafees

# Late/Absent note

Dear Team 22,

I apologise for missing the project meeting today. The reason for this is because was feeling ill and was constantly getting headaches. I hope everything went well in the meeting and if there is anything that I need to cover please let me know and will get it done as soon as possible.

Regards,

Umair Siddiq

Shape

Dear Team 22,

I apologize for missing the project meeting today. Unfortunately, I experienced train delays and woke up late. I hope everything went well in the meeting. If there is anything I need to cover, please let me know, and I will get it done as soon as possible.

Regards,  
Humayun Razaq

# Agenda

Continue working on assigned tasks, Review progress of SDD and just a quick catch-up meeting

# Key Points

SDD well underway now, other tasks progressing decently

* Hammad, Ehtesham and Rahat worked on their sections of the SDD and uploaded past versions
* Hasan and Hamza continued on their sections of the code, Hamza created new branch
* Umair and Humayun were not present (see above)

# Next Steps

All Tasks progressing decently now, looking to meet self-set deadlines

* Continue working on SDD – Hammad, Ehtesham & Rahat
* Continue doing Meeting minutes – Humayun and Hasan
* Continue with programming – Umair, Hasan, Hamza and Humayun
* Anything else that needs to be done in next meeting (tomorrow)

# Summary

Quite short meeting today, satisfied with progress of SDD and Code at the moment

# Review of last meeting

These were the steps from last week

* Produce SDD based on templates – Hammad, Ehtesham & Rahat [Progressing]
* Continue doing Meeting minutes – Humayun and Hasan [Humayun was not present so Hasan doing this one, still on track]
* Continue with programming – Umair, Hasan, Hamza and Humayun [Hamza and Hasan progressing]
* Next meeting on Monday 24th – Everyone [Meeting completed]