meeting Minutes

Team 22 – Enterprise Pro

25th February 2025 | **2:15-4pm** | 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

Dear Team 22,

I’m really sorry I couldn’t attend the project meeting earlier. I got caught up with some urgent work tasks that I couldn’t step away from. I understand the importance of the meeting and will catch up on what I missed. Please let me know if there are any key takeaways or actions I should focus on.

Many thanks,

Hammad Aziz

# Agenda

Update our supervisor on our progress, assign new tasks and continue with current tasks

# Key Points

Continued with current tasks and some new tasks

* Rahat worked on SDD
* Ehtesham worked on a new coding task (binary search and merge sort in Python)
* Hasan continued working on Python code and organising everything
* Humayun, Hamza and Umair continued working on their coding tasks

# Other Points

Some things that didn’t happen today

* Ehtesham didn’t work on the SDD but claims he has finished, Hasan reviewed and can confirm
* Hammad went work and didn't attend the team meeting

# Next Steps

* Collecting Requirements – Hammad, Ehtasham
* Contributing with the SDD – Rahat
* Finish off with the programming – Everyone

# Summary

Completed meeting minutes for today and yesterday, continuing with the SDD and carrying on with the programming, Ehtesham did his coding task and has finished his part of the SDD.

# Review of last meeting

* Continue working on SDD – Hammad, Ehtesham & Rahat [progressing]
* Continue doing Meeting minutes – Humayun and Hasan [progressing]
* Continue with programming – Umair, Hasan, Hamza and Humayun [progressing]