meeting Minutes

Team 22 – Enterprise Pro

6th March 2025 | **11am-2pm** | Meeting called by Hasan

# In Attendance

Hasan Akhtar

Humayun Razaq  (late)

Hamza Khan

Hammad Aziz

Umair Siddiq  (absent)

Ehtesham Shah

Rahat Nafees

# Late/Absent note

Dear Team 22,

I am sorry that I missed the meeting. This was due to illness, I wasn’t feeling well at all. Let me know about everything that I missed.

Many thanks,

Umair Siddiq

# Agenda

Creating the full report, finishing off coding tasks that were due today.

# Key Points

Bullet point what was discussed here.

* Hasan and Hamza finished off their coding tasks
* Hammad, Ehtesham and Rahat helped with the team statements and reviewed the full report
* Hasan oversaw everything, wrote the final report, finished off the SDD and Python code for now

# Other Points

* Umair was absent but has finished his coding tasks now
* Humayun came late but was still able to help with team statement and do the meeting minutes

# Next Steps

* None for now (Initial submission)

# Summary

Finished off the final report and meeting minutes, python code is all up to scratch as well, some minor changes need for submission but these will be done later today by Hasan insha’Allah

# Review of last meeting

* Next Meeting (final before first submission) on Thursday – everyone [completed]
* Finish off final parts of code – Hasan, Umair and Hamza [completed]
* Compile together final report for submission – Hasan [completed, just finishing touches left]