meeting Minutes

Team 22 – Enterprise Pro

4th March 2025 | **2:10-5:10pm** | 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 sorry that I missed the meeting. This was due to a very bad illness I think I caught COVID-19 so I was bed bound for 4 days due to having a very bad fever. I hope this helps thanks.

Many thanks,

Ehtesham Shah

Shape

Dear Team 22,

I hope this message finds you well. I am writing to extend my sincerest apologies for my repeated tardiness to our team meetings for our coding project. I understand that my actions have caused inconvenience and frustration, and I deeply regret any negative impact this may have had on our project and our team dynamics.

I also want to express my gratitude for your patience and understanding during this time. I value each of you as team members and appreciate the hard work and dedication you have shown to our project. I am committed to being a more reliable and supportive team member and contributing to the success of our coding project.

Once again, I apologize for any inconvenience and frustration my tardiness has caused. I am committed to making the necessary changes to ensure that this does not happen again. Thank you for your understanding and support.

Best Regards,

Rahat Nafees

# Agenda

Continuing with the meeting minutes, programming and the SDD document

# Key Points

Bullet point what was discussed here.

* Rahat continued creating the UML Class diagram which was the final stage which needed to be completed for the SDD document as well as some minor edits which Hasan helped with
* Humayun, Hasan, Hamza and Umair continued working on their coding tasks
* Hammad uploaded SDD past versions and worked on his coding task (Flask Forms)
* Hasan oversaw everything, helped everyone get set up and make sure everything was done to a suitable degree

# Other Points

* Ehtesham is absent as he wasn't feeling well, and Rahat was late once again

# Next Steps

* Next Meeting (final before first submission) on Thursday – everyone
* Finish off final parts of code – Hasan, Umair and Hamza
* Compile together final report for submission - Hasan

# Summary

Worked on a lot of Python code, finished off SDD, a bit behind on progress but will finish everything on Thursday insha’Allah

# Review of last meeting

* Organise everything together – Hasan [In-progress]
* Finish off SDD diagrams – Rahat [Done]
* Finish off with the programming – Everyone (Especially Hamza, Umair, Humayun) [Humayun finished his programming tasks, Umair finished mostly but still has some front-end development left to do, Hamza finished his front-end development but still has some back-end left]