meeting Minutes

Team 22 – Enterprise Pro

*4th March 2025 |* ***2:30-4pm*** | *Meeting called by* Hasan

# In Attendance

Hasan Akhtar

Humayun Razaq

Hamza Khan

Hammad Aziz  (absent)

Umair Siddiq  (late)

Ehtesham Shah  (absent

Rahat Nafees

Client (**YHROCU**)

# Late/Absent note

Dear Hasan Akhtar,

I hope you’re doing well. I sincerely apologize for not being able to attend today’s meeting. Unfortunately, I have work later, and attending the meeting would have made me late.

I understand the importance of our discussions, and I’ll make sure to catch up on any key points I missed. Please let me know if there’s anything I need to follow up on.

Thanks for your understanding.

Best regards,  
Ehtesham Shah

Shape

Dear Team 22,

I hope you're doing well. I wanted to sincerely apologize for not being able to attend our project meeting [today/yesterday] due to work commitments that I couldn’t reschedule. I understand the importance of these discussions and regret not being there to contribute.

If there are any key points or action items I should catch up on, please let me know. I'm happy to review any notes or follow up with a team member to ensure I'm up to speed.

Thanks for your understanding, and I appreciate your time.

Hammad Aziz

# Agenda

Present the YHROCU prototype to the client and answer any questions, testing after as well

# Key Points

Had client presentation meeting, went really well.

* Humayun and Hamza took notes during the meeting; Hasan, Umair and Rahat did most of the talking
* The client was happy with the prototype but had some feedback, asked quite a few questions as well
* User home page was good, Supervisor home page needs to get rid of select project box as no point and populate that column with more projects, supervisor should also be able to create projects, progress updates part needs to be added on task screen, on admin page long list of forms, should add navigation buttons or rearrange layout and also searching, sorting, filtering and other minor features to be added soon

# Other Points

* Testing underway, Hamza and Hasan doing that
* Ehtesham and Hammad absent, they were meant to start testing today
* Umair and Rahat started working on code documentation, running out of time though

# Next Steps

Put here what was decided to happened next and who’s going to do it

* Continue assigned part of testing – Hasan, Hamza, Ehtesham, Hammad
* Continue code documentation – Rahat, Umair
* Create meeting minutes – Humayun
* Possibly continue Python coding – Hasan, Hamza, Umair, Humayun

# Summary

Client presentation went well, although Rahat and Umair could’ve maybe done more, preparation time was cut short, could be main reason for this, testing and code documentation was started but progress stagnated a bit due to absentees and time constraints and leadership burden.