meeting Minutes

Team 22 – Enterprise Pro

18th March 2025 | **2:15-4:15pm** | 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 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

# Agenda

Continue with testing and code documentation. Do some programming if there’s time.

# Key Points

Testing and documentation continued as planned, updated supervisor on progress, couldn’t do programming as no time

* Hasan and Hamza continued with their parts of the testing
* Hammad and Ehtesham started their assigned parts of the testing
* Rahat completed his code documentation for the latest version of the code

# Other Points

* Umair was supposed to do code documentation but was absent
* Humayun came late and just completed the meeting minutes
* Programming couldn’t start yet but need to code some improvements and missing features

# Next Steps

* Continue testing – Hasan, Hamza,. Ehtesham, Hammad
* Finish code documentation for version 2– Umair, Hasan
* Do some Python code (improvements and missing features) - Rahat, Humayun
* Next meeting on Monday 24th – Everyone
* Create meeting minutes – Humayun

# Summary

Testing well underway, code documentation halfway through, Python programming yet to be continued.

# Review of last meeting

Review objectives and what has happened since

* Continue assigned part of testing – Hasan, Hamza, Ehtesham, Hammad [done]
* Continue code documentation – Rahat, Umair [Rahat did, Umair absent]
* Create meeting minutes – Humayun [done]
* Possibly continue Python coding – Hasan, Hamza, Umair, Humayun [Not started]