meeting Minutes

Team 22 – Enterprise Pro

4 February 2025 |**3pm – 3:30pm** | Meeting called by Client

# In Attendance

Hasan Akhtar

Humayun Razaq

Hamza Khan

Hammad Aziz

Umair Siddiq

Ehtesham Shah

Rahat Nafees

Client (**YHROCU**)

# Agenda

Meeting with the Client regarding the project at the beginning

# Key Points

**Issues with current project management system (using Microsoft services):**

* Lack of task alerts.
* Deleted tasks are gone forever with no recycle bin.
* Lack of oversight for all projects and insufficient filtering capabilities.
* Inability to assign individual tasks to people on the same project.

**Individual Tasks will:**

* Be part of projects but searchable individually.
* Include Title and Details at a minimum.
* Have Status options: New, In-progress, Completed, Overdue.
* Exclude progress changes (part of the project updates instead).
* Include assigned and due dates, usable for filtering, sorting, and searching.

**Different roles and permissions:**

* User: View all tasks and projects assigned to them; provide progress updates for their own tasks; internal login.
* Supervisor: Read-only view of all tasks and projects; cannot make changes.
* Admin: Full access to view and edit all internal data; create users; modify the system.

# Other Points

**Project goals:**

* Ability for anyone to create tasks and filter them, grouped by date and/or status.
* Admin features and supervisor read-only access.
* Ensure physical updates by users, not just percentages.
* Minimum security; internal system; login with username and password; registration by admins.
* Separate interns and permanent staff; search projects by teams.
* Prioritize basic functionality over security and finer details.
* Tasks to be updated at least once a week, with monthly exports.

# Next Steps

After the meeting, we decided to collate the notes, do meeting minutes (inc. this) and initial documents

* Collating Notes – Hasan & Humayun (Completed)
* Meeting Minutes – Humayun & Hasan (In-progress)
* Software Requirements Document (SRS) – Ehtesham (Not started yet)
* Objectives & Scope Document – Hammad (In-progress)

# Summary

Client meeting went well, got all responses that are required, established email contact and everything going good overall, no further action required other than mentioned above.