meeting Minutes

Team 22 – Enterprise Pro

4 February 2025 |**2:30pm – 3pm and 3:30pm – 5:15pm** | Meeting called by Hasan

# In Attendance

Hasan Akhtar

Humayun Razaq

Hamza Khan

Hammad Aziz

Umair Siddiq

Ehtesham Shah

Rahat Nafees

# Agenda

Finalising questions to ask the client and preparing for the interview before 3pm.

After 3:30pm, collating notes and producing team documents (SRS and Objectives/Scope)

# Key Points

Objectives/Scope document was created by Hasan and Hammad below is a summary of it:

* **Objective:** Develop an Activities/Project Management System for YHROCU to improve task organization, tracking, and supervision.
* **Scope**:
  + Team members assigned to create SRS, SDD, and relevant project documentation.
  + System will feature task creation, assignment, status updates, filtering, and project grouping.
  + Admins will have full control over users, projects, and tasks, while supervisors will have read-only access.
* **Functional Features**:
  + Task and project management with filtering, sorting, and search capabilities.
  + Role-based access: Users (update progress), Supervisors (view-only), Admins (full control).
  + Email notifications for task updates and assignments.
  + Task updates will be logged weekly, and reports will be exportable monthly
* **Security Considerations:**
  + Internal login system (username/password, admin-controlled registration).
  + No external access or advanced security (e.g., encryption, multi-factor authentication).
* **Project Goals**:
  + Deliver an operational system covering all key functionalities.
  + Ensure a structured and efficient task management workflow.
  + Prioritize usability and efficiency over complex security measures.

SRS was also created by Ehtesham, Questions for the client interview were decided and delivered then.

# Other Points

Summary of the questions asked for the client.

* **Primary goals of the new workflow management system:**
  + Improve task tracking and assignment efficiency.
  + Enhance visibility and reporting for supervisors.
  + Ensure adaptability to changing workflow processes.
* **Examples of tasks to be managed**:
* Daily operational tasks
* Project-specific tasks.
* Ad-hoc requests.
* **Current task assignment and tracking methods:**
  + Manual assignment via email.
  + Tracking through spreadsheets.
* **Preferred programming language for the back-end:**
  + Python with Flask.
  + Java with Servlets.
* **User roles and permissions:**
  + Staff members: Basic task management.
  + Supervisors: Advanced reporting and task oversight.
* **Task status updates and progress logs:**
  + Include task start and end dates.
  + Progress percentage.
  + Comments and notes.

Summary of the SRS (created by Ehtesham and emailed to Client on Friday 7th)

* The **Enterprise Pro Task Management System** enhances project and task management by improving organization, tracking, and role-based access.
* Users can create, assign, and update tasks, while supervisors have read-only access and admins manage the system.
* The system supports filtering, reporting, and structured workflows, with internal authentication and admin-controlled user registration.
* Task updates are required weekly, with monthly reports available.
* Designed for **efficiency over security**, it operates internally with minimal security features.
* Future enhancements may include OpenAuth and task archiving.
* The goal is to deliver a **functional, user-friendly** system that streamlines task management and oversight.

# Next Steps

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

* Starting html code – Hamza & Umair
* Software Design Document – Hammad, Ehtesham & Rahat
* Meeting Minutes – Humayun & Hasan
* Starting Python code - Hasan

# Summary

SRS documentation was completed, Interview question were prepared and delivered, answers received and notes collated based on answers, Objectives/Scope document also produced, largely successful

# Review of last meeting

Everything was completed in an orderly manner and in decent time

* Prepare Questions to ask the client [Everyone] – Completed before Client meeting
* Speak to the client in the meeting [Umair + Rahat] – Completed by others as well
* Make notes based on client meeting [Hasan + Humayun] – Completed
* Start drafting objectives [Ehtesham + Hammad] – Completed by Hammad, Ehtesham did SRS