meeting Minutes

Team 22 – Enterprise Pro

10th April 2025 | **11am - 2pm** | Meeting called by Hasan

# In Attendance

Hasan Akhtar

Humayun Razaq  (Late)

Hamza Khan

Hammad Aziz

Umair Siddiq

Ehtesham Shah

Rahat Nafees

# Late/Absent note

Dear Team 22,

I sincerely apologise for being late to the meeting earlier today. Unfortunately, my computer crashed during an exam, which resulted in an extended testing period. The situation caused an unexpected delay, and I truly regret any inconvenience this may have caused.

Thank you for your understanding, and I appreciate your patience.

Best regards, Humayun

# Agenda

Finishing of meeting minutes, testing, final report and more.

# Key Points

* Hamza worked on code and helped document the unit tests
* Umair and Rahat finished working on Acceptance Testing
* Ehtesham and Hammad finished working on Code Inspection but missed the Peer Review
* All others were present for the Peer Review and agreed upon all outcomes
* Hasan documented everything, managed the full team and developed the rest of the code

# Other Points

* Humayun came late but cracked on with Meeting Minutes and anything else that was left
* After Peer Review was done, Hammad caused a massive argument complaining about his contribution, even though he hardly did anything throughout the project and caused delays
* Time ran out so part B still hasn’t been submitted, will be submitted tomorrow insha’Allah

# Summary

Almost finished off the testing, meeting minutes and part B submission of the group coursework

# Review of last meeting

* Continue Acceptance testing, Code Inspection and more – Ehtesham, Hammad, Rahat, Umair [done]
* Create meeting minutes – Humayun [done]
* Final meeting on Thursday – Everyone [All attended]
* Finish off the code and unit testing documentation – Hasan, Hamza [Almost done]
* Peer Review and submit final product – Everyone [Almost done]