meeting Minutes

Team 22 – Enterprise Pro

24th March 2025 | **12pm – 2:30pm** | Meeting called by Hasan

# In Attendance

Hasan Akhtar

Humayun Razaq  (late)

Hamza Khan

Hammad Aziz

Umair Siddiq  (late)

Ehtesham Shah

Rahat Nafees (late)

# Late/Absent note

Dear Team 22,

I apologise for arriving late to the project meeting today. The reason for this is because I woke up late. I rushed to get here as soon as I woke up. I hope you understand as it's Ramadan, it's much harder to wake up in the mornings.

Regards,

Umair Siddiq

Shape

Dear Team 22,

I hope you’re all doing well. I sincerely apologize for coming late to our most recent project meeting. Unfortunately, I forgot about the meeting, and I take full responsibility for my mistake.

I understand that my lateness may have impacted our discussion and teamwork, and I truly appreciate the effort everyone is putting in. Please let me know if there are any key points I missed or any tasks I need to follow up on. I’ll make sure to catch up and contribute as needed.

Thanks for your understanding, and I’ll be sure to attend the next meeting.

Best regards, Humayun

# Agenda

Catch up with testing and code documentation, pick back up with Python and front-end development.

# Key Points

* Hammad and Ehtesham carried on with testing and so did Hasan and Hamza
* Humayun and Hasan carried on with the improvements for the website given by the client
* Umair completed his assigned task of technical code documentation for v2 of the programme

# Other Points

* Rahat was around 30 mins late and didn’t actually do anything then due to lack of assignment
* Humayun and Umair were around 1 hour late but contributed a decent amount

# Next Steps

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

* Continue testing – Hasan, Hamza,. Ehtesham, Hammad
* Create meeting minutes – Humayun
* Do some Python code and html, css (improvements and missing features) - Rahat, Humayun

# Summary

Got a decent amount of development and testing done, still not up to satisfactory standard but can progress more tomorrow

# Review of last meeting

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