meeting Minutes

Team 22 – Enterprise Pro

1st April 2025| **2:15pm-4.15pm** | Meeting called by Hasan

# In Attendance

Hasan Akhtar

Humayun Razaq  (Absent)

Hamza Khan

Hammad Aziz  (Late)

Umair Siddiq (Absent)

Ehtesham Shah  (Late)

Rahat Nafees

# Late/Absent note

Dear Team 22,

I hope you're all doing well. I wanted to apologize for my absence in today’s team meeting. I had to observe Eid celebrations with my family, which overlapped with the scheduled meeting time. I appreciate your understanding and will catch up on any missed discussions.

Thank you for your patience!

Best regards, HumayunShape  
Dear Team 22,

Sorry for not coming to the meeting today, the reason for my absence was because of Eid celebrations. If I have missed any content that was important, can you please send it to me and any work which I need doing, I will be able to do it at home. Thank you.

Regards Umair

# Agenda

Continue with testing (try and finish off unit testing), develop missing features and client requested changes further in Python code and html front-end and anything else that needs to be done.

# Key Points

* Hasan and Hamza continued front-end development and unit testing
* Ehtesham and Hammad were late but still finished their parts of unit testing
* Rahat finished his admin page html and started researching acceptance testing

# Other Points

* Humayun and Umair didn't attend the meeting due to Eid celebrations

# Next Steps

* Finish unit testing – Hasan, Hamza
* Start Acceptance testing, Code Inspection and more – Ehtesham, Hammad, Rahat
* Create meeting minutes – Humayun
* Next meeting on Monday – Everyone
* Finish off the code – Umair, Hasan, Hamza, Humayun

# Summary

Unit testing is almost finished, other parts of testing especially Acceptance Testing will be starting soon probably. Code is almost finished now, everything else will be wrapped up next week and submitted.

# Review of last meeting

* Continue testing – Hasan, Hamza, Ehtesham, Hammad [done]
* Create meeting minutes – Humayun [done]
* Do some Python code and html, CSS (improvements and missing features) - Rahat, Humayun, Umair [in-progress]