meeting Minutes

Team 22 – Enterprise Pro

7th April 2025 | **12pm-3pm**  | Meeting called by Hasan

# In Attendance

Hasan Akhtar

Humayun Razaq  (Late)

Hamza Khan

Hammad Aziz  (Late)

Umair Siddiq  (Late)

Ehtesham Shah  (Late)

Rahat Nafees (Absent)

# Late/Absent note

Dear Team 22,

I hope you're doing well. I wanted to sincerely apologize for not being able to attend our project meeting today due to coming to university late and being delayed in my commute. I also couldn’t attend afterwards due prayer time and after that I was getting late for the next lecture. I understand the importance of these discussions and regret not being there to contribute, however I do have to put forward my religious and personal commitments. I hope you understand the importance of these as well.

Rahat NafeesShape  
Dear Team 22,

Sorry for being late to the meeting today, the reason for my lateness was because of a Training course that I had to attend as part of my work duties. I’ll try to be more punctual, however this was unavoidable today. I hope I have contributed enough today in the second half of the meeting while I was present. Thank you.

Regards Umair

# Agenda

Finish off unit testing, coding features and start Requirements Testing and Code Inspection

# Key Points

* Hamza and Hasan worked on the final parts of the unit testing and code development
* Humayun worked on the meeting minutes and his part of code development
* Umair started Requirements testing, especially the report
* Hammad and Ehtesham started Code Inspection as part of testing

# Other Points

* Umair was late, got on with his task then when he came
* Humayun watched Hasan’s Python tutorials but cam elate, started working when he got here
* Hammad and Ehtesham were late but started working as soon as they were briefed

# Next Steps

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

# Summary

Coding was almost finished, unit testing was finished and all other parts of testing are in progress, possibly on track to finish project in time.

# Review of last meeting

* Finish unit testing – Hasan, Hamza [done]
* Start Acceptance testing, Code Inspection and more – Ehtesham, Hammad, Rahat [In-progresss]
* Create meeting minutes – Humayun [done]
* Next meeting on Monday – Everyone [done, however mostly everyone was late]
* Finish off the code – Umair, Hasan, Hamza, Humayun [Almost done]