meeting Minutes

Team 22 – Enterprise Pro

8th April 2025 | **2:15pm - 4pm**| Meeting called by Hasan

# In Attendance

Hasan Akhtar

Humayun Razaq  (Late)

Hamza Khan

Hammad Aziz  (Absent)

Umair Siddiq

Ehtesham Shah  (Absent)

Rahat Nafees (Late)

# Late/Absent note

Dear Team 22,

I hope this email finds you well. I wanted to apologise for not being able to attend the group meeting for our project this week. Unfortunately, I’ve been feeling quite overwhelmed with preparing for two exams that are scheduled this week, and as a result, I’ve had to focus all of my attention on studying and revising.

I understand the importance of our group’s progress, and I regret not being able to contribute to the meeting. Thank you for your understanding, and I apologise once again for any inconvenience my absence may have caused.

Best regards, HammadShape  
Dear Team 22,

I hope you're doing well. I’m sorry I couldn’t attend the group meeting for the project. I’ve been under a lot of stress preparing for two exams this week, which made it difficult to manage everything.

I apologise for any inconvenience, and I’d be happy to catch up on anything I missed or help with the project in any way I can.

Thanks for understanding, Ehtesham

# Agenda

Continue with the meeting minutes, final bits of Python code and testing.

# Key Points

* Humayun continued with meeting minutes and Python code
* Rahat and Umair carried on with Acceptance Testing
* Hasan, Hamza and Humayun tried to finish off the Python code

# Other Points

* Hammad and Ehtesham didn't attend the meeting
* Slightly behind with the testing

# Next Steps

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

# Summary

Carried on with final bits of Python code and meeting minutes as well as testing

# Review of last meeting

* Continue Acceptance testing, Code Inspection and more – Ehtesham, Hammad, Rahat, Umair [In-progress]
* Create meeting minutes – Humayun [done]
* Next meeting tomorrow – Everyone [All attended except Hammad and Ehtesham]
* Finish off the code – Hasan, Hamza [In-progress]