meeting Minutes

Team 22 – Enterprise Pro

13 February 2025 | *1:15pm – 2pm* | Meeting called by Hasan

# In Attendance

Hasan Akhtar

Humayun Razaq

Hamza Khan

Hammad Aziz  (absent)

Umair Siddiq

Ehtesham Shah

Rahat Nafees (absent)

# Late/Absent note

Dear Team 22,

I sincerely apologize for missing our Teams meeting earlier. Unfortunately, I had to deal with an emergency at the hospital, which required my immediate attention. I understand that my absence may have caused inconvenience, and I truly appreciate your understanding. Please let me know if there are any key points I missed or any follow-ups I should address. I’ll make sure to catch up as soon as possible. Thank you for your patience.

Yours Sincerely,

Hammad Aziz

Dear Team 22,

I'm informing you that I won't be able to attend for the team meeting due to a funeral at the time. I hope you understand and apologise for any inconvenience.

Best Regards,

Rahat Nafees

# Agenda

Catching up with assigned tasks, reporting to team leader and progressing slightly

# Key Points

Progressed with tasks, however progress minimal:

* Humayun finished meeting minutes from Tuesday's meeting and started today's minutes
* Umair and Hamza worked a bit more on their html code
* Ehtesham knows what he's doing
* Hammad and Rahat couldn't attend unfortunately
* Humayun worked a bit on his html code and Hasan started the Python back-end code

# Other Points

Meeting apparently wasn't set at a good time:

* Almost everyone who joined was busy or doing a side-task at the same time
* 2 regular attendees were absent
* Most agreed that 3pm would've been a better time, however, wasn't communicated and so meeting commenced at this time

# Next Steps

Mostly to continue with assigned tasks:

* Continue writing Python code - Hasan
* Work on SDD and SRS - Rahat, Ehtesham, Hammad
* Work on html code - Humayun, Umair, Hamza
* Watch Flask tutorial when Hasan releases it - Humayun, Hamza, Umair

# Summary

Meeting was mostly unsuccessful, not enough progress made probably but will pick up again next week hopefully.

# Review of last meeting

All tasks progressing:

* Continuing with assigned tasks - Everyone
* Make sure here for next meeting - Ehtesham [done]
* Next team meeting this week on Thursday - Everyone [see above for info]