meeting Minutes

Team 22 – Enterprise Pro

26th March 2025 | **2:15pm-4:30****pm** | Meeting called by Hasan

# In Attendance

Hasan Akhtar

Humayun Razaq

Hamza Khan

Hammad Aziz  (absent)

Umair Siddiq

Ehtesham Shah  (absent)

Rahat Nafees (absent)

# Late/Absent note

Dear Team 22,

I hope you’re doing well. I sincerely apologize for not being able to attend today’s meeting due to a funeral at the time. Hammad can vouch for me, he was also at the funeral. I hope you understand and apologise for any inconvenience. Please let me know if there’s anything I need to follow up on.

Thanks for your understanding.

Best regards,  
Ehtesham Shah

Shape

Dear Team 22,

I hope you’re doing well. I sincerely apologize for not being able to attend today’s meeting due to a funeral at the time. Ehtesham can vouch for me, he was also at the funeral. I hope you understand and apologise for any inconvenience. Please let me know if there’s anything I need to follow up on.

Thanks for your understanding, and I appreciate your time.

Hammad Aziz

Shape

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 not waking up and feeling really tired. 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 Nafees

# Agenda

Continue with 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

* Humayun did the meeting minutes and was assigned Python code which he hasn’t yet started
* Hasan and Hamza continued unit testing
* Hasan also helped Hamza and Umair with front-end development changes
* Hasan also made minor changes to the Python code

# Other Points

* Rahat, Ehtesham and Hammad were absent, Rahat assigned html development task
* Ehtesham and Hammad were meant to continue their parts of testing but couldn’t unfortunately

# Next Steps

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

# Summary

Meeting went decently well, although there were only 4 of us this time, got a decent amount of testing and development done, however Ehtesham and Hammad are now majorly behind

# Review of last meeting

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