Meeting Minutes

Hasnaat Khan : Team Leader

Team 10#

# **Group Meeting Minutes**

**28/01/19:**

**Attendees**– Hasnaat Khan, Jawaad Khan, Sohail Khan, Haseeb Farooq, Hassan Adeyoola

In today’s meeting each member of the group read all four projects and then ranked the projects according to their preference, we then shared our rankings along with reasons as to why they have ranked the projects this way. This allowed everyone to attain a better understanding of the projects and after careful consideration the team leader considered all team members rankings. The team leader then made the final decision, which is that the City of Bradford Metropolitan District Council project was ranked as number one.

**Next Objective-**

The next task was to read the interview preparation for the Dissertations System scenario and think of questions that we can ask the clients. This was our task to do outside of the lab session, we will then discuss these questions on 29/01/2019.

**29/01/19:**

**Attendees** – Hasnaat Khan, Jawaad Khan, Haseeb Farooq, Hassan Adeyoola, Sohail Khan

**Building**: Horton Building

**Room**: D1.03

In today’s meeting outside the lab session, we all got together and shared our questions that we came up with to ask for the client. We wrote and recorded the questions, from this we chose the best questions to take forward, this Is because we were informed that the interview will be 20 minutes, so we had to select the questions that will be the most applicable regarding the project.

**Next objective**

To have the interview with the client.

**04/02/19:**

**Attendees** – Hasnaat Khan, Jawaad Khan, Haseeb Farooq, Hassan Adeyoola, Sohail Khan

All the team had the opportunity to ask the client important questions so that crucial information can be extracted, which helps a lot more in our project. Sohail Khan and Hasnaat khan asked the majority of the questions and the rest of the group made notes on the key factors about the project. This part of the project was well conducted as we were organised.

**Next objective**

The next objective was to start the project, we decided that we would meet on 07/02/19.

**07/02/19:**

**Attendees-** Hasnaat Khan, Jawaad Khan, Hassan Adeyoola, Haseeb Farooq

**Building**: Horton Building

**Room**: D1.03

**Group task** -The group task was to make progress on the client request, this was to make a website which showed data sets as well as using a database.

**Individual tasks**:

Hasnaat- Hasnaat aim was to make a start on creating the login for the website.

Haseeb- Haseeb task was to create a layout for the website.

Jawaad- Jawaad task also included making the login for the website.

Hassan- Hassan task was to assist Haseeb with the layout of the website.

**Summary**

After the session, we understood the main aspects of how the website would need to created. The Team also planned as well as working with their tasks. All the above tasks were not completed yet but had made a start on them. We then scheduled another meeting on 11/02/19.

**Next objective**

To continue with the tasks allocated to each team member.

**20/02/19:**

Group Participants – Hasnaat Khan, Jawaad Khan, Haseeb Farooq, Hassan Adeyoola

Two of the participants do their role by one upgraded the Group meeting minutes’ report while the other create the login page for the website due to the specification requesting that the website has a login page and it should function like a real login page website.

This took serious time because the login page wasn’t functioning the first time we tried it so we use resources online like YouTube to guide us as we using one of the universities resources to make it work which the outcome turns out successful