**Teams meeting and minutes**

Team members:

Mustafa Farid – 2207983

Muhammad Fahim – 22006277

Adam Khan – 22008775

Esaa Rehman – 21010756

Abdullah Sajjad – 22006891

Shibraa Nawaz – 22059389

Saif Saeed - 22014985

Week 2 - Introduction

For the first (2nd) week after finding out our groups, all our team met in the scheduled lab session and introduced ourselves whilst discussing our strengths and weaknesses. Leading on from this we got onto the main task at hand and discussed and decided our project choices based on our previous discussion and gave a summary on why we wanted our preferred choice. During this session we decided other basic details: the most suitable time for team meeting (Thursday afternoons), which would probably be conducted on zoom, team leader (Saif), team secretary (Fahim).

Week 3 - Meeting the client

Week 3 started with finding out our project choice (1) which then included meeting with our client. After meeting with our client, we all decided to do our own research into what we had discussed with the client so we could reconvene on Tuesday with what we had learn so we could discuss the best and next step forward.

Week 4 – Software Requirement Document

Week 4 begun with the introduction of the requirements document in the lecture. After gaining a basic understanding of the project we were all able to have a basic understanding of the project structure and what it would need to include. During the lab session we assigned the following tasks:

* Intro (Abdulllah)
* Functional and non – func requirements (Saif/Esaa)
* Data description (Abdullah/Shibra)
* Interface (Fahim/Saif/Mustafa/Adam)
* LSEPI and Risk (Fahim)
* Work Plan (Fahim/Adam/Mustafa)
* Github (Saif)
* Peer review (Fahim/Saif)
* Team meeting and minutes (Esaa/Shibra)

Thursday 22nd February 2024 2pm-3pm (Team call)

Who attended – everyone

Oncourse or off course? - on

Challenges – no, everyone understood what their task was

Week 5 – Code

During week 5 we made sure everyone was on course with their tasks for the requirements documents so we could also assign tasks for the code for the prototype. We also confirmed with our client what was acceptable for the code and if they were happy with our finalised requirements.

Thursday 29th February 2024 12pm-2pm (Team call)

Who attended - everyone

Any progress on the tasks – mostly finished. Just needed to finalise the interface and some diagrams for the requirements.

Oncourse or off course? - on

Code tasks for upcoming deadline included:

* Login page (Mustafa)
* Register page (Adam)
* Update task (Fahim)
* Assign task (Saif)
* Admin Dashboard (Abdullah)
* No task assigned (Shibra)
* Assigned task (Esaa)
* Registration success (Fahim)
* Index (Abdullah)

Week 6 – Github

By week 6 software requirements was fully completed with confirmation from the client on the functional requirements and code for the prototype.

Thursday 7th February 2024 2pm-3pm

Who attended - everyone

Any progress on the tasks/challenges – progress had been made with around 60% of the code by the end of the week but a lot of the team were experiencing errors with the code which was our main challenge alongside understanding github.

Tasks for upcoming week – code ^^^^

Oncourse or off course? - on

Week 7 - Part A Submission