

TEAM 2
WEEKLY MEETING MINUTES FOR
[Bradford WW1 Group]

Ahmad A A M Alfaiakawai
Abdulmuhsen H D H A Ghloom
Manaahil Qureshi
Zunnayrah Amrez
Hassan Sajad
Abdulataif Alnama
Sara Al Qadi

Final stage of the project after coursework 1 submission – Team Meetings:

I. MEETING DETAILS (5)

Chairperson: [Ahmad Alfaikawai]

Chairperson Assistant: [Abdulmuhsen Ghloom]

Date: 18/3/2024

Time: [12: 30 PM]

Location: [University of Bradford library]

II. ATTENDEES.

[Ahmad A A M Alfaikawai]

[Abdulmuhsen H D H A Ghloom]

[Manaahil Qureshi]

[Zunnayrah Amrez]

[Hassan Sajad]

[Abdulataif Alnama]

[Sara Al Qadi]

III. ABSENCES.

[No Absent]

IV. REASON FOR MEETING

The reason behind this meeting is as follows:

- Putting the finishing touches of the project.

V.MEETING NOTE.

Coding is done.

VI. TEAM MEMBERS TASKS ITEMS.

Abdullatif – Database (SQL) and Admin

Ahmed – Index page (Homepage)

Abdulmuhsen – Login page and People search

Hassan – Admin

Zunnayrah – Documentation and UML

Manaahil – User and Gantt chart

Sara – Documentation and UML

VII. MEETING ENDED.

[1:30 PM]

I. MEETING DETAILS (6)

Chairperson: [Ahmad Alfaiakawai]

Chairperson Assistant: [Abdulmuhsen Ghloom]

Date: Thursday 4/4/2024

Time: [12: 30 PM]

Location: [University of Bradford library]

II. ATTENDEES.

[Ahmad A A M Alfaiakawai]

[Abdulmuhsen H D H A Ghloom]

[Manaahil Qureshi]

[Zunnayrah Amrez]

[Hassan Sajad]

[Abdulataif Alnama]

[Sara Alqadi]

III. ABSENCES.

[No Absent]

IV. REASON FOR MEETING

The reason behind this meeting is as follows:

- Client feedback received
- Making the required changes

V.MEETING NOTE.

All team members are clear on what to do.

VI. TEAM MEMBERS TASKS ITEMS.

Abdullatif – Database (SQL) and Admin

Ahmed – Index page (Homepage)

Abdulmuhsen – Login page and People search

Hassan – Admin

Zunnayrah – Documentation and UML

Manaahil – User and Gantt chart

Sara – Documentation and UML

VII. MEETING ENDED.

[1:30 PM]

I. MEETING DETAILS (7)

Chairperson: [Ahmad Alfaikawai]

Chairperson Assistant: [Abdulmuhsen Ghloom]

Date: Monday 15/4/2024

Time: [12: 00 PM]

Location: [University of Bradford library]

II. ATTENDEES.

[Ahmad A A M Alfaikawai]

[Abdulmuhsen H D H A Ghloom]

[Manaahil Qureshi]

[Zunnayrah Amrez]

[Hassan Sajad]

[Abdulataif Alnama]

[Sara Alqadi]

III. ABSENCES.

[No Absent]

IV. REASON FOR MEETING

The reason behind this meeting is as follows:

- The changed based on the client's feedback have been implemented

VI. TEAM MEMBERS TASKS ITEMS.

Abdullatif – Database (SQL) and Admin

Ahmed – Index page (Homepage)

Abdulmuhsen – Login page and People search

Hassan – Admin

Zunnayrah – Documentation and UML

Manaahil – User and Gantt chart

Sara – Documentation and UML

VII. MEETING ENDED.

[2:00 PM]

I. MEETING DETAILS (8)

Chairperson: [Ahmad Alfaillakawai]

Chairperson Assistant: [Abdulmuhsen Ghloom]

Date: Monday 29/04/2024

Time: [11: 00 PM]

Location: [University of Bradford library]

II. ATTENDEES.

[Ahmad A A M Alfaillakawai]

[Abdulmuhsen H D H A Ghloom]

[Manaahil Qureshi]

[Zunnayrah Amrez]

[Hassan Sajad]

[Abdulataif Alnama]

[Sara Alqadi]

III. ABSENCES.

[No Absent]

IV. REASON FOR MEETING

The reason behind this meeting is as follows:

- One final meeting before the demo with the clients
- Bringing the project to completion
- Ensuring all team members have submitted their work onto GitHub.

VI. TEAM MEMBERS TASKS ITEMS.

Abdullatif – Database (SQL) and Admin

Ahmed – Index page (Homepage)

Abdulmuhsen – Login page and People search

Hassan – Admin

Zunnayrah – Documentation and UML

Manaahil – User and Gantt chart

Sara – Documentation and UML

VII. MEETING ENDED.

[12:00 PM]

Peer to peer review:

Ahmad A A M Alfaiakawai: 10/10 - Showed excellent leadership by fairly dividing tasks among team members. Also made sure that everyone understood their role in this project creating a collaborative atmosphere where all team members felt valued and motivated. This helped us work better and keep moving things smoothly. Also contributed greatly on GitHub.

Abdulmuhsen H D H A Ghloom: 10/10 – Contributed a lot to our project. Worked hard and did great on GitHub. Reviewed code and shared good quality code and worked well with the team to add new features and fix problems.

Manaahil Qureshi: 10/10 – Contributed a lot to the project. Worked hard and did great quality work and understood what we needed well. Also worked on the documentation and contributed to the code on GitHub.

Zunnayrah Amrez: 10/10 - Did great amount of work and knew what needed to be done. Worked on the documentation and contributed to the code on GitHub.

Hassan Sajad: 10/10 – Did great on GitHub. Worked really hard and was actively engaging in code reviews and submitting high quality code. Worked well with the team to make our project better.

Abdulataif Alnama: 10/10 – Worked effectively and made valuable contributions to the project and GitHub which benefited the team's progress overall.

Sara Alqadi: 10/10 - Did a great job with the documentation making sure it was clear and complete making it easy for everyone to understand. Overall hardworking.