Minutes for Team 6

## Call to Order

A weekly meeting of Team minutes was held on 06-03-25 over MS Teams online. It began at 13:00 and was presided over by Ahmad Ghrewi with Fizan Anjum as secretary.

## Attendees

All group members other than Mohammed Murtaza were present.

## Agenda

To discuss action items from 03-03-25 and discuss the final document we are to submit and submit it before the deadline 07-03-25

## Discussions

The team worked on finalizing their project report, addressing challenges in integrating an audio file and UML diagrams while ensuring proper structure and inclusion of all required sections. Each member contributed to the "Team Expertise" section, with Daniel refining the data description and UML class diagram, and Ahmad conducting a final review before submission. Some members faced access and formatting issues, particularly Ali Haider, but these were resolved before uploading the document to GitHub and Canvas. The next steps include preparing for the client demo on Tuesday, planning the next coding phase, and Daniel checking on Tom’s CSS progress.

## Action Items

✅ **Ahmad** – Uploaded the final document to Canvas and GitHub.  
✅ **Daniel** – Finalized the UML section, cleaned up formatting, and will coordinate with Tom on CSS.  
🔜 **Tom & Daniel** – Prepare video for the demo.  
🔜 **Team** – Meet on Monday to finalize the client demo presentation.  
🔜 **Daniel** – Draft a demo plan and assign speaking roles.

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| Fizan Anjum |  | 10.03.25 |
| Secretary |  | Date of Approval |