Minutes for Team 6

## Call to Order

A weekly meeting of Team minutes was held on 10-03-25 at Bradford uni. It began at 12:00 and was presided over by Ahmad Ghrewi with Fizan Anjum as secretary.

## Attendees

All group members other than Ali Haider.

## Agenda

To discuss action items from 06-03-25 and prepare for the demo with the client.

## Discussions

The team is preparing for a demo with the client, deciding on who will speak and what will be discussed by each team member with the client. They team discussed the demos duration and the need for clear communication and the importance of collecting feedback when presenting the prototype. There’s a focus on getting the functionalities showcased and to express how the product will be future developed to the client. They also address the need to use github and all commit to the project going forward. And the improtance of understanding and using github correctly.

## Action Items

🔜 **Tom – To ensure the code is working properly and address any bugs before the demo**  
🔜 **Fizan** – To attend the demo and take notes and record the meeting.  
🔜 **Overall team – to start planning for sprints as suggested by demonstrator to lean towards being more agile. To use a hybrid Agile model going forward we will be using a kanban board to assign tasks and have weekly sprints/goals.**

🔜 **Tom** – to provide a presentation on using git And github in the next meeting for the team to ensure everyone gets contributing and no one is left out.

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| Fizan Anjum |  | 13.03.25 |
| Secretary |  | Date of Approval |