Minutes for Team 6

## Call to Order

A weekly meeting of Team minutes was held on 13-03-25 at Bradford uni. It began at 10:30 and was presided over by Ahmad Ghrewi with Fizan Anjum as secretary.

## Attendees

All group members other than Ali Haider and Dan Nicholson.

## Agenda

To discuss action items from 10-03-25 and go over a demo with Tom Kershaw on how to use github and start planning to go agile and get the project moving towards an end stage.

## Discussions

Tom goes over the process of managing code changes using git and github. The full process from start to end is explained by tom . The team emphasized the need for neat organization and clear communication to avoid conflicts and ensure smooth collaboration.

## Action Items

🔜 **Tom – To Merge any changes we make into one and manage conflicts.**   
🔜 **Fizan & Ahmad** – To go through functional requirements and assign tasks to the team.  
🔜 **Overall team – to start getting familiarised with GitHub and visual studio code and begin tampering with code and testing.**

🔜 **Murtaza – to look at getting a Kanban board set up for the team to use on Git Hub**

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| Fizan Anjum |  | 15.03.25 |
| Secretary |  | Date of Approval |