Minutes for Team 6

## Call to Order

A weekly meeting of Team minutes was held on 14-03-25 over MS Teams online. It began at 20:04 and was presided over by Ahmad Ghrewi with Fizan Anjum as secretary.

## Attendees

All group members attended

## Agenda

To discuss the following action items and updates:

* Task assignments based on functional requirements
* Progress on key features: email notifications, user account management, and authentication
* Review of remaining tasks: search functionality, task logs, and export feature
* Deadlines and task prioritization

## Discussions

**Task Assignments:**

* The team discussed the functional requirements document, assigning tasks to individuals.
* **Murtaza Murtaza** agreed to implement email notifications for tasks.
* **Dan Nicholson** was assigned tasks #2 and #5, with a focus on improving account management and system functionality.
* **Zakir Khan** was tasked with implementing task #3, focusing on system functionality and database tasks.
* **Fizan Anjum** volunteered to handle the auditing system, though acknowledged that he would need to familiarize himself with it.
* **Ali Haider** took on the task #4, which was related to account disabling and deletion.
* **Fizan** and **Ahmad Ghrewi** agreed to review the functional requirements and determine if there were any further items to be completed.

**Key Feature Updates:**

* The team discussed the importance of implementing an authentication system, including integration of **OpenAuth0**, user roles, and permissions management.
* The **email notification system** was also prioritized. Murtaza agreed to begin work on this as part of his assigned task.

**Remaining Tasks:**

* **Search Functionality:** The team noted that adding a search bar for tasks and a filtering system was an outstanding requirement, and this would need to be assigned to someone later.
* **Export Feature:** The export feature (CSV or PDF) was mentioned as an essential task. There was some discussion on which format would be more useful. **Zakir** agreed to handle it.
* The team also discussed the need for a **log system** to track task updates for each project, including the functionality for **creating and viewing logs**.

**Deadline and Task Prioritization:**

* The team agreed to prioritize completing the key functionality and testing ahead of the deadline.
* The Kanban board was mentioned as a useful tool to track task progress, with everyone encouraged to provide updates on their assigned tasks.
* **Dan Nicholson** proposed aiming for a Friday deadline for most tasks, with the team agreeing to provide updates in the group chat as work progresses.

**Miscellaneous:**

* The team discussed **unit testing** and emphasized its importance. **Zakir** was particularly keen to integrate unit testing into the workflow.
* The use of **GitHub** for managing the code and preventing merge conflicts was highlighted.

## Action Items

**Action Items**

**Murtaza Murtaza:**

* Implement email notifications for task updates.
* Work on user account management functionalities and continue developing OpenAuth0 integration.

**Dan Nicholson:**

* Work on account management (task #2) and implementing the audit functionality.
* Ensure email notifications are integrated correctly into the system.

**Zakir Khan:**

* Finalize OpenAuth0 integration and resolve any issues.
* Work on implementing the export feature (CSV/PDF).
* Address search functionality and task filter system once main tasks are completed.

**Fizan Anjum:**

* Handle the auditing system and assist with unit testing.
* Complete the search functionality and assist with task management systems.

**Ali Haider:**

* Work on account disabling and deletion as part of task #4.

**Ahmad Ghrewi:**

* Continue reviewing the functional requirements and help assign tasks as needed.
* Begin drafting the project report.

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