Teams Meetings Minutes – Team 14

☑ 1st Meeting – 3rd February

Time: 11:00 – 12:30 (1 hour 30 minutes)

Participants: Mustafa, Subhaan, Talhah, Walid, Luqkman, Hitesh,
Sahil

Absentees: None

•	Discussed relevant questions to ask the client for better understanding of project requirements.
•	Planned the initial project scope aligned with client expectations.
	Assigned team roles:
	 Team Leader: Mustafa
	o Team Speaker: Subhaan
	Plan for Next Week:
•	Prepare and send the SRS (Software Requirements Specification) document to the client for approval.
	Next Meeting: 10th February at 11:00am

Time: 11:00 – 12:00 (1 hour)

Participants: Mustafa, Subhaan, Talhah, Walid, Luqkman, Hitesh,

Sahil

Absentees: None

Task	Responsible	Status
Update SRS based on client feedback and resend for approval	Mustafa	<i>⊠</i> Completed
	Plan for Next Week:	
	ent's signed approval on update	
Next	Meeting: 17th February at 11:0	00am

Time: 11:00 – 11:45 (45 minutes)

Participants: Mustafa, Subhaan, Talhah, Walid, Luqkman, Hitesh

Absentees: Sahil

Task	Responsible	Status
Finalized SRS document	Mustafa	Completed
UI mockups created	Mustafa, Subhaan	In Progress
Frontend setup (HTML, CSS, JS)	Subhaan, Sahil	■ In Progress
Backend setup (Spring Boot)	Mustafa, Talhah, Walid	☐ In Progress

Task 	Responsible	Status
Database schema (MySQL)	Talhah, Hitesh, Luqkman	Progress
	Plan for Next Week:	
 Finalize UI and start	implementation of frontend/bac	kend components.
Nex	t Meeting: 24th February at 11:0	0am
	✓ 4th Meeting – 24th February	,
	Time: 11:00 – 13:00 (2 hours)	
Participants: Mo	ustafa, Subhaan, Talhah, Walid, L	.ugkman, Hitesh

Absentees: Sahil

Task	Responsibl e	Status
UI mockups sent and approved by client	Mustafa, Subhaan	Complete d
Login/Signu p UI	Subhaan	Complete d
Account Recovery page	Sahil	Complete d
Backend auth with Spring Security	Mustafa, Walid	Progress
Google Maps API setup	Talhah	Progress

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Plan for Next Week: Finalize backend auth and map integration. Start CRUD operations and unit testing setup. Next Meeting: 3rd March at 11:00am 5th Meeting – 3rd March **Time:** 11:00 – 13:00 (2 hours) Participants: Mustafa, Subhaan, Talhah, Walid, Luqkman, Hitesh, Sahil Absentees: None **Progress & Achievements:** Responsib Task Status le Google Maps \square API Talhah Complet

ed

integration

Responsib le	Status
Mustafa, Walid	Complet ed
Mustafa, Talhah	Progress
Subhaan	Progress
Hitesh, Luqkman	Progress
 Mustafa 	Progress
	Mustafa, Walid Mustafa, Talhah Subhaan Hitesh, Luqkman

Complete backend CRUD APIs and test endpoints. Integrate frontend forms with backend. Begin security and unit testing. Next Meeting: 10th March at 11:00am 6th Meeting – 10th March **Time:** 11:00 – 12:00 (1 hour) Participants: Mustafa, Subhaan, Talhah, Walid, Luqkman, Hitesh, Sahil Absentees: None **Progress & Achievements:** Responsibl Task Status е CRUD for

Mustafa,

Talhah

asset

manageme

nt finalized

Complete

d

Task	Responsibl e ————	Status
API endpoint testing	Walid, Mustafa	Complete d
Frontend- backend integration	Subhaan	Progress
Initial security tests		Progress
Backend unit tests	Mustafa	Complete d
	Plan for Next Week:	

• Begin implementing dataset access request logic.

Next Meeting: 17th March at 11:00am

7th Meeting – 17th March

Time: 11:00 – 12:15 (1 hour 15 minutes)

Participants: Mustafa, Subhaan, Talhah, Walid, Luqkman

Absentees: Sahil, Hitesh

Task	Responsib le	Status
Asset management frontend integration	Subhaan	Complet ed
Access request backend logic	Mustafa	ि In Progress
UI enhancemen	Subhaan, Hitesh	্রি In Progress

Task		Responsib le	Status
ts for request form			
Accessibility toggle feature		Mustafa	Complet ed
	Plan	for Next Week:	
• 1	Finish access re	quest/approval worl	dlow.
	Begin inte	grating Gmail API.	
	Next Meeting	: 24th March at 11:0	0am
	⊘ 8th Me	eeting – 24th March	1
Dantia		12:30 (1 hour 30 min	
Partic	•	, Subhaan, Walid, H es: Luqkman, Sahil	itesn, iainah
	Progress	& Achievements:	

Task	Responsibl e 	Status
Gmail API for notification s	Mustafa	Complete d
Access approval interface	Mustafa, Subhaan	Complete d
Logging user actions	Mustafa, Walid	Progress
	Plan for Next Week:	
• Complete adr	Finalize log tracking.	workflows.
Next	Meeting: 31st March at 11:00)am

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9th Meeting – 31st March

Time: 11:00 – 12:00 (1 hour)

Participants: Mustafa, Subhaan, Talhah, Walid, Sahil

Absentees: Luqkman, Hitesh

Task	Responsibl e	Status
MySQL- based logging	Mustafa, Walid	Complete d
Permission s page & filtering	Subhaan	্রি In Progress
Dataset filtering UI fixes	Hitesh	Complete d remotely
Email trigger testing	 Mustafa 	Complete

Plan for Next Week: Finalize permissions logic. • Add full dataset management (view/edit/delete). Next Meeting: 7th April at 11:00am **10th Meeting − 7th April Time:** 11:00 – 12:30 (1 hour 30 minutes) Participants: Mustafa, Subhaan, Talhah, Walid, Hitesh, Luqkman Absentees: Sahil **Progress & Achievements:** Responsi Task Status ble Dataset management UI Subhaan Complet (view/edit/dele ed te)

Task	Responsi ble	Status
Admin approval system for requests	Mustafa	Complet ed
Download for approved datasets	Mustafa, Talhah	Complet ed
Log filtering testing	Hitesh, Luqkman	Progress
	Plan for Next Week:	

- Finalize all validations and field-level checks.
 - Polish and compile project documentation.
 - Prepare slides for final presentation.