Meeting Minutes

**Minutes for Meeting 1 for Enterprise Pro CW – 12/02/2023**

Attendees:

1. Sania Bibi – 17003493
2. Imara Ali – 22006776
3. Javairia Shahid – 22031400
4. Amal Abeso Ela – 20010596
5. Oluwadamilare Falade – 21045121
6. Shafeeq Shuaib – 22036203

Absent:

1. N/A

Agenda:

For everyone to meet each other now that the teams and project had been decided. To also discuss project specification and collectively come up with questions to ask the sponsor in the meeting on 16/02/2023.

***Progress per team member***

Sania Bibi –

Imara Ali –

Javairia Shahid –

Amal Abeso Ela –

Oluwadamilare Falade –

Shafeeq Shuaib –

***Critical Evaluation of team progress***

***Individual Task Allocation***

Minutes:

* The agenda had been communicated via teams prior to the meeting therefore we came prepared with some questions each. We further discussed these as a group and had come up with 2 pages of questions. We narrowed these down into two categories “optional” and “essential”.
* Discussed other key points to ask the sponsor.

**Minutes for Meeting 2 for Enterprise Pro CW – 16/02/2023**

Attendees:

1. Sania Bibi – 17003493
2. Imara Ali – 22006776
3. Javairia Shahid – 22031400
4. Amal Abeso Ela – 20010596
5. Oluwadamilare Falade – 21045121
6. Shafeeq Shuaib – 22036203

Absent:

1. N/A

Agenda:

To interview the sponsor so we have a clear idea of the requirements for the project.

Minutes:

* We were able to ask the sponsor all of our questions and clarify the requirements as there was some ambiguity in the project specification. The sponsor was very pleased with the questions asked and said that we were the best team he had come across.