**Team Meeting Minutes**

**Date:** 11/02/2025   
**Time:** 2pm-4pm   
**Minutes Recorded By:**  Ramzan Iqbal   
**Attendees:**

* Osman
* Harris
* Barirah
* Yahya
* Saif
* Aadam
* Ramzan

Shape

**Agenda**

1. Understanding project aims
2. Discuss individual responsibilities and task allocation.
3. Define timelines and deadlines for each task.
4. Address any concerns or challenges raised by team members.
5. Schedule follow-up meeting.

Shape

**Discussion Summary**

1. **Overview of the Project:**

The team collectively ensured a shared understanding of the project aims, aligning the outlined requirements with the client’s needs to ensure clear and accurate expectations moving forward.

1. **Task Distribution:**

Tasks were allocated based on individual preferences to ensure efficiency and quality. The assignments are as follows:

* **Project Brief Introduction:** Osman
* **Team Expertise and Rationale Introduction:** Harris
* **Use Case & UML Class Diagrams:** Barirah & Yahya
* **Specifications and Requirements:** Barirah
* **Data Description:** Yahya
* **Interface Design:** Ramzan & Saif
* **LSEPi and Risk:**  Aadam
* **Team Minutes:** Ramzan
* **Gantt Chart:** Harris

1. **Timelines and Deadlines:**

Initial drafts of each section are to be completed by **13/02/25**

Review and feedback is scheduled for **13/02/25**

1. **Next Meeting:**

The next team meeting is scheduled for **13/02/25Shape**

**Additional Notes**

* Any concerns regarding deadlines or task assignments should be communicated to the team leader immediately.
* The project brief will serve as the foundation for all subsequent tasks, so Osman’s section must be completed promptly.
* **Email Client Regarding Task Prioritisation**: Barirah will send an email on behalf of team 17 on **Wednesday 12/02/25 t**o the client with a detailed document outlining the specification requirements and task prioritisation, requesting feedback at their earliest convenience