**Team Meeting Minutes**

**Date:** 13th February 2025   
**Time:** 11:00 AM – 12:30 PM   
**Minutes Recorded By:** Mohammed Ramzan Iqbal

**Attendees:**

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

**Agenda**

1. Discuss client response to email
2. Review progress on assigned tasks.
3. Identify tasks completed and ongoing.
4. Discuss challenges and pending items.
5. Confirm task completion deadline.

Shape

**Discussion Summary**

1. **Attendance:**

All team members were present.

1. **Completed Tasks:**

**Harris:** The task for introducing team expertise and rationale has been reviewed and completed.

**Osman:** The project brief introduction task has been reviewed and completed

1. **Ongoing Tasks:**

**Ramzan and Saif:** Interface development task is ongoing.

**Barirah:** Specifications and Requirements is still in progress.

**Aadam:** Task 7 (LSEPi and Risk assessment) is in progress.

**Barirah and Yahya:** Task 3 (Use Case and UML Class Diagram) is ongoing.

**Yahya:** Data description work is ongoing but not yet finalised.

1. **Pending Tasks:**

**Harris:** Gantt chart task has not been started yet as coding tasks have not yet been distributed.

1. **Deadline:**

All tasks are to be reviewed again in the next meeting.

Barirah will review completed tasks and suggest changes where necessary

1. **Key Points:**

Barirah will make necessary changes to the functional/non-functional requirements according to the client feedback