**Team Meeting Minutes**

**Date:** 18/02/2025   
**Time:** 2:00 PM – 4:00 PM   
**Attendees:** Osman, Harris, Barirah, Yahya, Saif, Ramzan   
**Absentees:** Aadam

**Agenda:**

1. Review progress on assigned tasks.
2. Identify tasks that need updates.
3. Plan for next steps, including coding task assignments.

**Discussion Summary:**

* **Software Requirements Specification (SRS) Document**

Majority of the SRS Document has been completed- pending tasks include Interface, UML Case Diagram and UML Class Diagram

* **Task Reviews & Updates:**

**Aadam’s Work (Task 7 – LSEPi & Risk Analysis)**

Reviewed and marked as complete.

**Ramzan & Saif’s Work (Interfaces Task)**

Reviewed and requires updates to the diagrams before finalisation.

**Yahya’s Work (Data Description Task)**

Reviewed and marked as complete.

**Barirah & Yahya’s Work (Task 3 – Use case and UML class diagrams)**

Reviewed and requires updates.

**Barirah’s Work (Task 4 – Functional and Non-functional Requirements)**

Completed but needs to be formatted correctly.

**Code:**

Aadam needs to import the csv files into the database.

Yahya will set up the flask API structure

**Action Items & Next Steps:**

* **Ramzan & Saif**: Update and finalise the Interfaces task.
* **Barirah & Yahya**: Implement required changes to respective tasks.
* **Harris**: Work on completing the Gantt Chart once coding tasks are decided
* **NDA**- NDA needs to be signed by team leader on behalf of team members