

# Team meetings

*Team Meeting Log & Action Tracker Meeting Minutes & Agenda Planning*

## Meeting 1

- Time: Jan 23, 2026 12:30am to 12:55pm
- Agenda: Brainstorm Software Applications

Team Member	Current Task	Completion State	Next Task
Jessica	Brainstorm ideas	Done	Finalise Software Application choice
Suhayb	Brainstorm ideas	Done	Finalise Software Application choice
Rudra	Brainstorm ideas	Done	Finalise Software Application choice
Youssef	Set up Github, and invite members	Done	Finalise Software Application choice

❖ Rida had not yet been added to the team.

## Meeting 2

- Time: Jan 25, 2026, 5:10 pm to 6:30 pm
- Agenda: Finalise Software Application choice

Team Member	Current Task	Completion State	Next Task
Jessica	Start on the business case and charter document	Done	Finish the business case and Charter document
Suhayb	Finalise Software Application choice	Done	Set up a power point
Rudra	Start on the business case and charter document	Done	Finish the business case and Charter document
Youssef	Update GitHub, set up team work document	Done	Set up a power point

❖ Rida had not yet been added to the team.

## Meeting 3

- Time: Jan 28, 2026 12:15 pm to 1:30 pm
- Agenda: Assigning roles and practicing presentation

Team Member	Current Task	Completion State	Next Task
Jessica	Working on and practicing the presentation	Done	Creating mock-ups and prototypes
Suhayb	Working on and practicing the presentation	Done	Creating mock-ups and prototypes
Rudra	Working on and practicing the presentation	Done	Edit current functions and features in the app
Youssef	Working on and practicing the presentation	Done	Creating mock-ups and prototypes
Rida	Working on and practicing the presentation	Done	Edit current functions and features in the app