**Team Minutes**

Team activity

Team 10

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22012477/1 AHMED, Ismail i.ahmed52@bradford.ac.uk

22005972/1 AHMED, Muzzamil m.ahmed112@bradford.ac.uk

21012219/1 AMER, Bilaal b.amer@bradford.ac.uk

22005971/1 BOSTAN, Husnain h.bostan2@bradford.ac.uk

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Team minutes.

**Meeting 1**

Location: Lab (D1.01)

Date: 22/02/2024

Time: 3:35PM

Attendees: (Mohammad Adil, Hassan Ahmed, Ismail Ahmed, Muzzamil Ahmed

Bilaal Amer, Husnain Bostan, Ibrahim Siddique)

Team progression- On Track

Activity: First time meeting each other.

Introduction each team member getting close to each other and getting to know each other better, we spoke about our strengths and weaknesses in the course. This is so we know each other’s experiences with coding so we can plan accurately.

In the next task we will be discussing what questions to ask our client as we will be having an online meeting with our client.

**Meeting 2**

Location: Teams (online)

Date: 23/02/2024

Time: 11:00 AM

Attendees: (Mohammad Adil, Hassan Ahmed, Ismail Ahmed, Muzzamil Ahmed

Bilaal Amer, Husnain Bostan, Ibrahim Siddique)

Team progression – On track with everything.

Activity: In this meeting we gathered as much evidence and information about our client and his needs. And we came to some sort of agreement.

In the next meeting. I will assign my team members tasks to do.

**Meeting 3**

Location: Lab (D1.01)

Date: 1/03/2024

Time: 3:35PM

Attendees: (Mohammad Adil, Hassan Ahmed, Muzzamil Ahmed, Bilaal Amer, Husnain Bostan, Ibrahim Siddique)

Absence- Ismail Ahmed send his apologises as he was out of town.

Team progression – one member absent but still on track

Activity-

In this meeting I have decided what each of the members in the group are doing:

|  |  |  |
| --- | --- | --- |
| Title | Members | Status |
| **Ismail Ahmed** – Code Also contributing with Team meetings and requirements document | Ismail Ahmed | In progress |
| **Muzzamil Ahmed** – Code also contributing with requirements document | Muzzamil Ahmed | In progress |
| **Husnain Bostan** - Code also contributing with requirements document | Husnain Bostan | In progress |
| **Hassan Ahmed** - Code also contributing with requirements document | Hassan Ahmed | In progress |
| **Mohammad Adil** - Code also contributing with requirements document and Gantt chart | Mohammad Adil | In progress |
| **Bilaal Amer** - Code also contributing with requirements document | Bilaal Amer | In progress |
| **Ibrahim Siddique** - Code also contributing with requirements document | Ibrahim Siddique | In progress |

**Meeting 4**

Location: Lab (D1.01)

Date: 8/03/2024

Time: 3:30PM

Attendees: (Mohammad Adil, Hassan Ahmed, Muzzammil Ahmed, Bilaal Amer, Husnain Bostan, Ibrahim Siddique, Ismail Ahmed)

Absence- None

Team progression – On track

Activity-

|  |  |  |
| --- | --- | --- |
| Title | Members | Status |
| **Ismail Ahmed** – Code Also contributing with Team meetings and requirements document | Ismail Ahmed | In progress |
| **Muzzamil Ahmed** – Code also contributing with requirements document | Muzzamil Ahmed | In progress |
| **Husnain Bostan** - Code also contributing with requirements document | Husnain Bostan | In progress |
| **Hassan Ahmed** - Code also contributing with requirements document | Hassan Ahmed | In progress |
| **Mohammad Adil** - Code also contributing with requirements document and Gantt chart | Mohammad Adil | In progress |
| **Bilaal Amer** - Code also contributing with requirements document | Bilaal Amer | In progress |
| **Ibrahim Siddique** - Code also contributing with requirements document | Ibrahim Siddique | In progress |

Everyone on track!

In the next meeting we will be updating each other again and how far we have got and will be contacting the client and asking him questions and what other requirements he wants.

**Meeting 5**

Location: Lab (D1.01)

Date: 9/03/2024

Time: 12:00PM

Attendees: (Mohammad Adil, Hassan Ahmed, Muzzamil Ahmed, Bilaal Amer, Husnain Bostan, Ibrahim Siddique, Ismail Ahmed)

Absence- None

Team progression – On track

Activity-

We spoke to our client, and we noted and understood his requirements, getting this information from the client. We then started to include more things. to meet the clients’ requirements.

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| --- | --- | --- |
| Title | Members | Status |
| **Ismail Ahmed** – Code Also contributing with Team meetings and requirements document | Ismail Ahmed | In progress |
| **Muzzamil Ahmed** – Code also contributing with requirements document | Muzzamil Ahmed | In progress |
| **Husnain Bostan** - Code also contributing with requirements document | Husnain Bostan | In progress |
| **Hassan Ahmed** - Code also contributing with requirements document | Hassan Ahmed | In progress |
| **Mohammad Adil** - Code also contributing with requirements document and Gantt chart | Mohammad Adil | In progress |
| **Bilaal Amer** - Code also contributing with requirements document | Bilaal Amer | In progress |
| **Ibrahim Siddique** - Code also contributing with requirements document | Ibrahim Siddique | In progress |

In our next meeting we will update everyone on how far the team has got and finalise all task.

**Meeting 6**

Location: Lab (D1.01)

Date: 12/03/2024

Time: 4PM

Attendees: (Mohammad Adil, Hassan Ahmed, Ismail Ahmed, Muzzamil Ahmed

Bilaal Amer, Husnain Bostan, Ibrahim Siddique)

Team progression- On Track

Activity: Check individuals progress and tasks and give each other advice.

In our next meeting we will be finalising and preparing to hand it in before submission.

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| --- | --- | --- |
| Title | Members | Status |
| **Ismail Ahmed** – Code Also contributing with Team meetings and requirements document | Ismail Ahmed | Completed |
| **Muzzamil Ahmed** – Code also contributing with requirements document | Muzzamil Ahmed | Nearly Completed |
| **Husnain Bostan** - Code also contributing with requirements document | Husnain Bostan | Nearly completed |
| **Hassan Ahmed** - Code also contributing with requirements document | Hassan Ahmed | In progress |
| **Mohammad Adil** - Code also contributing with requirements document and Gantt chart | Mohammad Adil | In progress |
| **Bilaal Amer** - Code also contributing with requirements document | Bilaal Amer | In progress |
| **Ibrahim Siddique** - Code also contributing with requirements document | Ibrahim Siddique | In progress |

In our next meeting we will be finalising and preparing to hand it in before submission.

**Meeting 7**

Location: Lab (D1.01)

Date: 14/03/2024

Time: 4:30PM

Attendees: (Mohammad Adil, Hassan Ahmed, Ismail Ahmed, Muzzamil Ahmed

Bilaal Amer, Husnain Bostan, Ibrahim Siddique)

Team progression- On Track

Activity: We have finalised all our work at it is best we have stored our work in folders ready for submission

|  |  |  |
| --- | --- | --- |
| Title | Members | Status |
| **Ismail Ahmed** – Code Also Contributing Team meetings and part of the requirements document | Ismail Ahmed | Completed |
| **Muzzamil Ahmed** – Code also contributing with requirements document | Muzzamil Ahmed | Completed |
| **Husnain Bostan** – Code also contributing with requirements document | Husnain Bostan | Completed |
| **Hassan Ahmed** – Code also contributing with Requirements document | Hassan Ahmed | Completed |
| **Mohammad Adil** – Code also contributing with requirements document and Gantt chart | Mohammad Adil | Completed |
| **Bilaal Amer** – Code also contributing with Requirements document | Bilaal Amer | Completed |
| **Ibrahim Siddique** – Code also contributing with Requirements document | Ibrahim Siddique | Completed |

All our documents can be viewed on GitHub in our folders.

https://github.com/adil39650/Software