Team minutes

**Team minutes**

Team activity

Team 10

22007422/2 ADIL, Mohammad (Adil) m.adil4@bradford.ac.uk

22015013/1 AHMED, Hassan h.ahmed87@bradford.ac.uk

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

22010016/1 SIDDIQUE, Ibrahim [i.siddique2@bradford.ac.uk](mailto:i.siddique2@bradford.ac.uk)

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 Boston, 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 Boston, 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, Muzzammil Ahmed, Bilaal AMER Husnain Boston, 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:

Ismail Ahmed – Team meetings and part of the requirements document

Muzzammil Ahmed – Code also contributing with Requirements document. Deadline 10/03/2024

Husnain Bostan – Code contributing with Requirements document. Deadline 10/03/2024

Hassan Ahmed – Requirements document. Deadline 10/03/2024

Mohammad Adil – Code contributing with requirements document and Gantt chart. Deadline 10/03/2024

Bilaal AMER - Requirements document. Deadline 10/03/2024

Ibrahim Siddique – Requirements document. Deadline 10/03/2024

In the next meeting we will updating each other on what we have started, and we will be updating using GitHub.

**Meeting 4**

Location: Lab (D1.01)

Date: 8/03/2024

Time: 3:30PM

Attendees: (Mohammed Adil, Hassan Ahmed, Muzzammil Ahmed, Bilal AMER Husnain Boston, Ibrahim Siddique, Ismail Ahmed

Absence- None

Team progression – On track

Activity-

Title Members status

**Ismail Ahmed** – Team meetings and **Ismail Ahmed** In progress

part of the requirements document

**Muzzammil Ahmed** – Code also contributing- **Muzzammi**l **Ahmed** In progress.

with Requirements document.

**Husnain Bostan** – Code contributing with **Husnain Bostan** In progress.

Requirements document

**Hassan Ahmed** – Requirements document **Hassan Ahmed** In progress

**Mohammad Adil** – Code contributing with **Mohammad Adil** In progress.

requirements document and Gantt chart

**Bilaal AMER** - Requirements document **Bilaal AMER** In progress

**Ibrahim Siddique** – 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, Muzzammil Ahmed, Bilaal AMER Husnain Boston, 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.

Title Members status

**Ismail Ahmed** – Team meetings and Ismail Ahmed in progress

part of the requirements document

**Muzzammil Ahmed** – Code also contributing- Muzzammil Ahmed In progress.

with Requirements document.

**Husnain Bostan** – Code contributing with Husnain Bostan In progress.

Requirements document

**Hassan Ahmed** – Requirements document Hassan Ahmed In progress

**Mohammad Adil** – Code contributing with Mohammad Adil In progress.

requirements document and Gantt chart

**Bilaal AMER** - Requirements document Bilaal AMER In progress

**Ibrahim Siddique** – 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 Boston, Ibrahim Siddique

Team progression- On Track

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

Title Members status

**Ismail Ahmed** – Team meetings and Ismail Ahmed Completed

part of the requirements document

**Muzzammil Ahmed** – Code also contributing- Muzzammil Ahmed Nearly completed.

with Requirements document.

**Husnain Bostan** – Code contributing with Husnain Bostan Nearly completed.

Requirements document

**Hassan Ahmed** – Requirements document Hassan Ahmed In progress

**Mohammad Adil** – Code contributing with Mohammad Adil Completed

requirements document and Gantt chart

**Bilaal AMER** - Requirements document Bilaal AMER In progress

**Ibrahim Siddique** – 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: 13/03/2024

Time: 3:30PM

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

Bilaal AMER Husnain Boston, 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 – Team meetings and Ismail Ahmed Completed

part of the requirements document

Muzzammil Ahmed – Code also contributing- Muzzammil Ahmed Completed.

with Requirements document.

Husnain Bostan – Code contributing with Husnain Bostan Completed.

Requirements document

Hassan Ahmed – Requirements document Hassan Ahmed Completed

Mohammad Adil – Code contributing with Mohammad Adil Completed

requirements document and Gantt chart

Bilaal AMER - Requirements document Bilaal AMER Completed

Ibrahim Siddique – Requirements document Ibrahim Siddique Completed

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

https://github.com/adil39650/Software/blob/23c0e8af29062e51d4c5c12f3641721da46a6914/Team%20meetings%20team%2010.docx