

# Part C: Team 8 Meeting Minutes

Week 1:

Date: 10/03/2025

Duration: 2.5 hours

Location: Library 01

Attendees:

- Humairah Ali
- Zainah Mahmood
- Aliya Iqbal
- Yasmeen Abdulkareem
- Shuaib Syed Shah
- Bilal Shahid
- Azeem Hussain
- Adam Hamza khan

## Meeting Details:

The team had its first meeting after CW1 submission to go over project progress, split up tasks and set some initial deadlines. We reviewed the CW2 submission requirements as well as the lectures and came up with a plan for testing documentation and integrating it into GitHub repo. Everyone was present and took part in assigning roles based on strengths and interests.

## Agenda:

The agenda focused on clarifying the assignment's expectations and distributing tasks. Each member took on a main responsibility, such as documentation, coding, testing, or managing the repository.

## Task Allocation:

- Aliya Iqbal, Zainah Mahmood, Bilal Shahid, Yasmeen Abdulkarim: Documentation lead.
- Adam khan, Azeem Hussain: GitHub repository setup.
- All team members: Code implementation.
- Humairah Ali, Shuaib Shah, Azeem Hussain: Initial testing preparation.
- Zainah Mahmood, Aliya Iqbal Coordination and meeting notes.

## Individual Progress:

- Aliya Iqbal, Zainah Mahmood, Bilal shahid, Adam khan: Created the initial project documentation framework.
- Adam khan, Azeem Hussain: Organised the GitHub repository and shared access.
- Shuaib Shah, Yasmeen Abdulkarim, Zainah Mahmood: Outlining the coding structure.
- Bilal Shahid, Adam Khan: Began reviewing and researching testing methodologies.
- Zainah Mahmood: Documented the meeting minutes and action steps.

## Next Meeting:

In the next meeting, we plan to discuss testing requirements and start developing initial test cases.

Week 2:

Date: 17/03/2025

Duration: 1 hour

Location: Library 01

Attendees:

- Humairah Ali
- Zainah Mahmood
- Aliya Iqbal
- Yasmeen Abdulkareem
- Shuaib Syed Shah
- Bilal Shahid
- Azeem Hussain
- Adam Hamza khan

### Meeting Details:

The team reviewed the testing documentation requirements and discussed the approach to both acceptance and unit testing based on the lecture guidelines. Specific test cases were assigned to each member to ensure both functional and non-functional requirements are properly addressed.

### Agenda:

The focus of the meeting was to review the structure of the testing documentation, ensuring alignment with coursework expectations. The team discussed the differences between acceptance and unit testing, and how these should be implemented within the project. Specific members were assigned to test case development.

### Task Allocation:

- Aliya Iqbal, Humairah Ali, Zainah Mahmood, Shuaib Shah: Documentation formatting and test case reporting.
- Zainah Mahmood, Humairah Ali, Yasmeen Abdulkarim: Unit testing implementation.
- Adam Khan, Aliya Iqbal, Azeem Hussain: Acceptance test development.
- Bilal Shahid, Azeem Hussain: Reviewing consistency and refining tests.

### Individual Progress:

- Aliya Iqbal: Refined the documentation template for test cases.
- Shuaib Shah, Humairah Ali: Implemented preliminary unit tests.
- Yasmeen Abdul Kareem, Adam khan: Developed initial acceptance tests.
- Zainah Mahmood, Bilal Shahid: Reviewed the test documentation for completeness.

### Next Meeting:

In the next session, team members will present their test cases, review them together, and make necessary refinements based on feedback.

Week 3:

Date: 24/03/2025

Duration: 2 hours

Location: Library 01

Attendees:

- Humairah Ali
- Zainah Mahmood
- Aliya Iqbal
- Yasmeen Abdulkareem
- Shuaib Syed Shah
- Bilal Shahid
- Azeem Hussain
- Adam Hamza khan

### **Meeting Details:**

Team members presented their initial test cases and walked through their implementations. Common issues were identified, and refinements were discussed.

### **Agenda:**

Check the presentation of test cases. Identifying missing test case scenarios. Made adjustments based on feedback from team members and CW1 submission.

### **Task Allocation:**

- Shuaib shah Bilal shahid Azeem Hussain: Updating acceptance tests.
- Zainah Mahmood, Aliya Iqbal: Documenting modifications.
- Humairah Ali, Yasmeen Abdulkarim, Zainah Mahmood: Debugging and improving test logic.
- Aliya Iqbal, Zainah Mahmood: Quality assurance on test documentation.

### **Individual Progress:**

- Adam khan, Aliya Iqbal: Refined acceptance test cases.
- Bilal shahid, Azeem Hussain, Yasmeen Abdulkarim: Made necessary documentation modifications.
- Zainah Mahmood, Aliya Iqbal, Adam khan: Debugged issues found in test cases.
- Shuaib Shah, Aliya Iqbal, Humairah Ali: Ensured that the test cases followed the standard guidelines.

### **Next Meeting:**

Review finalized test cases and begin integration with the codebase.

Week 4:

Date: 24/03/2025

Duration: 1 hour

Location: Chesham study area

Attendees:

- Humairah Ali
- Zainah Mahmood
- Aliya Iqbal
- Yasmeen Abdulkareem
- Shuaib Syed Shah
- Bilal Shahid
- Azeem Hussain
- Adam Hamza khan

### Meeting Details:

The team reviewed the final set of test cases and began the integration process. As part of this, we identified and debugged any failed test cases to ensure smooth functionality and alignment with the project requirements.

### Agenda:

The agenda for the session included a thorough review of all existing test cases to check for completeness and accuracy. We focused on identifying any areas where the tests were failing or producing unexpected results. From there, we discussed and worked on resolving errors and inconsistencies to improve the overall quality and reliability of the testing process.

### Task Allocation:

- Yasmeen Abdulkarim, Shuaib Shah, Bilal Shahid: Fixing identified test failures.
- Humairah Ali: Verifying functionality after fixes.
- Aliya Iqbal, Zainah Mahmood: Ensuring documentation is up to date.
- Azeem Hussain, Adam khan: Conducting a final test review.

### Individual Progress:

- Zainah Mahmood, Shuaib Shah: Corrected issues in test cases.
- Adam khan, Yasmeen Abdulkareem: Confirmed fixes and functionality.
- Azeem Hussain, Humairah Ali: Updated documentation with new test results.
- Bilal shahid, Aliya Iqbal: Performed a final review of the test documents.

### Next Meeting:

Review static web pages and begin looking into code inspections. Also begin finalizing documentation and reviewing coding standards.

Week 5:

Date: 31/03/2025

Duration: 1.5 hours

Location: Chesham study area

Attendees:

- Humairah Ali
- Zainah Mahmood
- Aliya Iqbal
- Yasmeen Abdulkareem
- Shuaib Syed Shah
- Adam Hamza khan

### **Meeting Details:**

The focus was on assessing progress in developing test cases and conducting code inspections. Static web pages were reviewed.

### **Agenda:**

Focused on reviewing the developed test cases to ensure full coverage of project requirements, followed by initial code inspections to catch any early issues and maintain code quality as integration progresses.

### **Task Allocation:**

- Zainah Mahmood, Aliya Iqbal, Adam khan Leading code inspections.
- Bilal Shahid, Shuaib Shah: Refining test documentation.
- Yasmeen Abdul Kareem, Azeem Hussain: Reviewing static web pages.
- Humairah Ali, Zainah Mahmood: Fixing identified issues.

### **Individual Progress:**

- Yasmeen Abdulkarim, Adam khan, Azeem Hussain: Completed the initial review of code.
- Bilal Shahid, Aliya Iqbal, Shuaib Shah: Improved documentation clarity.
- Humairah Ali, Zainah Mahmood: Reviewed and suggested improvements to static pages.
- Zainah Mahmood, Yasmeen Abdul Kareem: Resolved identified coding issues.

### **Next Meeting:**

Finalizing the testing documentation and preparing the project for submission.

Week 6:

Date: 10/04/2025

Duration: 4 hours

Location: Library 01 & Student Union

Attendees:

- Humairah Ali
- Zainah Mahmood
- Aliya Iqbal
- Yasmeen Abdulkareem
- Shuaib Syed Shah
- Bilal Shahid
- Azeem Hussain
- Adam Hamza khan

### **Meeting Details:**

The final meeting focused on reviewing and completing all documentation and ensuring the project meets all submission requirements.

### **Agenda:**

The agenda included finalizing the test documentation to ensure everything was clearly outlined and complete. The team also conducted a final review of the repository, checking for any last-minute adjustments. Lastly, preparations were made for submitting the project, ensuring all deliverables were in place and ready for submission.

### **Task Allocation:**

- Aliya Iqbal, Humairah Ali: Proofreading all documentation ensuring a suitable standard of English is used throughout.
- Azeem Hussain, Zainah Mahmood: Checking final repository structure.
- Shuaib shah Yasmeen Abdulkarim: Running final test cases.
- Aliya Iqbal Bilal shahid Azeem Hussain: Verifying overall quality and completeness.

### **Final Steps:**

All files will be submitted before the deadline, ensuring compliance with course requirements.