

# Team Minutes:

Attendees:	Agenda
<ul style="list-style-type: none"><li>• Aliya Iqbal</li><li>• Humairah Ali</li><li>• Zainah Mahmood</li><li>• Yaasmeen Abdulkarim</li><li>• Adam</li><li>• Shuaib</li><li>• Bilal</li><li>• Azeem</li></ul>	<ol style="list-style-type: none"><li>1. Project Selection</li><li>2. Statement Development</li><li>3. Interview Preparation</li><li>4. Choose team speaker, leader and secretery</li></ol>
Absentees	
Objectives:	Action:
<ul style="list-style-type: none"><li>-Complete statement</li><li>-Arrange and discuss question options</li></ul>	Achieved objectives

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Absentees	
Objectives:	Action:
-prepare for the client interview -	Read the projection description carefully and come up with questions to ask the client for tomorrow's meeting

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Absentees	
Objectives:	Action:
<p>-prepare for the client interview</p> <p>-</p>	Completed client interview

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Absentees	
Objectives:	Action:
Assign everyone their tasks and meet up weekly to discuss progress	

**Date + Time:** 10<sup>th</sup> February  
2025

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Absentees	
Objectives:	Action:
	Everyone is doing their roles they've been given and checked everyone's work to see where everyone is at

**Date + Time:** 13th February  
2025

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<ul style="list-style-type: none"><li>• Aliya Iqbal</li><li>• Humairah Ali</li><li>• Zainah Mahmood</li><li>• Yaasmeen Abdulkarim</li><li>• Adam</li><li>• Shuaib</li><li>• Bilal</li><li>• Azeem</li></ul>	Create uml Create grant chart
Absentees	
Objectives:	Action:
Complete agenda	Did uml and grant chart together as a group

**Date + Time:** 17th February  
2025

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<ul style="list-style-type: none"><li>• Aliya Iqbal</li><li>• Humairah Ali</li><li>• Zainah Mahmood</li><li>• Yaasmeen Abdulkarim</li><li>• Adam</li><li>• Shuaib</li><li>• Bilal</li><li>• Azeem</li></ul>	Carry on completing tasks from last meeting
Absentees	
Objectives:	Action:
	We were working on grant chart Ongoing with risk assessment Ongoing with the user interface-homepage

