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| --- | --- |
| Attendees: | Agenda |
| * Aliya Iqbal * Humairah Ali * Zainah Mahmood * Yaasmeen Abdulkarim * Adam * Shuaib * Bilal * Azeem | 1. Project Selection 2. Statement Development 3. Interview Preparation 4. Choose team speaker, leader and secretery |
| Absentees |
|  |
| Objectives: | **Action:** |
| -Complete statement  -Arrange and discuss question options | Achieved objectives |

**Team Minutes:**

**Date + Time:**

28th January 2025

**Date + Time:**

3rd february 2025

|  |  |
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| Attendees: | Agenda |
| * Aliya Iqbal * Humairah Ali * Zainah Mahmood * Yaasmeen Abdulkarim * Adam * Shuaib * Bilal * Azeem | 1. Discuss potential interview questions with group |
| 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 |

**Date + Time:**

4th February 2025

|  |  |
| --- | --- |
| Attendees: | Agenda |
| * Aliya Iqbal * Humairah Ali * Zainah Mahmood * Yaasmeen Abdulkarim * Adam * Shuaib * Bilal * Azeem | 1.Client meeting |
| Absentees |
|  |
| Objectives: | **Action:** |
| -prepare for the client interview  - | Completed client interview |

**Date + Time:**

6th February 2025

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| Attendees: | Agenda |
| * Aliya Iqbal * Humairah Ali * Zainah Mahmood * Yaasmeen Abdulkarim * Adam * Shuaib * Bilal * Azeem | Make a list of all of the roles and tasks to give out within the group |
| Absentees |
|  |
| Objectives: | **Action:** |
| Assign everyone their tasks and meet up weekly to discuss progress |  |

**Date + Time:**

10th February 2025

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| --- | --- |
| Attendees: | Agenda |
| * Aliya Iqbal * Humairah Ali * Zainah Mahmood * Yaasmeen Abdulkarim * Adam * Shuaib * Bilal * Azeem | Review everyone’s progress |
| Absentees |
|  |
| Objectives: | **Action:** |
|  | Everyone is doing their roles they’ve been given and checked everyone’s work to see where everyone is at |

|  |  |
| --- | --- |
| Attendees: | Agenda |
| * Aliya Iqbal * Humairah Ali * Zainah Mahmood * Yaasmeen Abdulkarim * Adam * Shuaib * Bilal * Azeem | Create uml  Create grant chart |
| Absentees |
|  |
| Objectives: | **Action:** |
| Complete agenda | Did uml and grant chart together as a group |

**Date + Time:**

13th February 2025

|  |  |
| --- | --- |
| Attendees: | Agenda |
| * Aliya Iqbal * Humairah Ali * Zainah Mahmood * Yaasmeen Abdulkarim * Adam * Shuaib * Bilal * Azeem | 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 |

**Date + Time:**

17th February 2025

**Date + Time:**

18th February 2025

|  |  |
| --- | --- |
| Attendees: | Agenda |
| * Aliya Iqbal * Humairah Ali * Zainah Mahmood * Yaasmeen Abdulkarim * Adam * Shuaib * Bilal * Azeem | Continue working on code see how far everyone has got individually with their parts of the code they was given |
| Absentees |
|  |
| Objectives: | **Action:** |
|  | Everyone was on task and progress was made |

**Date + Time:**

3rd march 2025

|  |  |
| --- | --- |
| Attendees: | Agenda |
| * Aliya Iqbal * Humairah Ali * Zainah Mahmood * Yaasmeen Abdulkarim * Adam * Shuaib * Bilal * Azeem | Meet up in the labs continue on code and getting everything ready for the submission  Continued on final touches with grant chart |
| Absentees |
|  |
| Objectives: | **Action:** |
|  | Getting ready for deadline |

**Date + Time:**

4th march 2025

|  |  |
| --- | --- |
| Attendees: | Agenda |
| * Aliya Iqbal * Humairah Ali * Zainah Mahmood * Yaasmeen Abdulkarim * Adam * Shuaib * Bilal * Azeem | Final touches of code and Ui so that they both align  Putting code together and preparing for submission and doing the nda document |
| Absentees |
|  |
| Objectives: | **Action:** |
|  | Getting ready for deadline |