# **Team Meeting Minutes**

**Meeting date:** 28th January 2025

**Time:**

**Attendees:**

Aliya Iqbal

Humairah ali

Zainah mahmood

Yasmin abdulkareem

Adam

Shuaib

Bilal

Azeem

**Agenda:**

Project selection

Statement development

Interview preparation

**Discussion points:**

Met up to decide on the project to pick

Came up with a project statement

Discussed the upcoming meeting for interviews to come up with questions (1hour)

**Aims and objectives:**

Assigned tasks to each member

**Action items:**

Each member to complete their assigned tasks

Prepare for weekly meetings to discuss progress and further steps

Next steps: continue with weekly meetings and ensure everyone is on track with their tasks.

**Meeting date**:4th februrary

**Time:**

**Attendees:**

Humairah ali

Zainah Mahmood

Aliya Iqbal

Yasmin abdulkareem

Shuaib

Adam

Azeem

Bilal

-role distribution

-client meeting

-discussed requirements

**Meeting date**: Thursday 20th February

**Time:**

**Attendees**:

Zainah Mahmood

Yasmin abdulkareem

Humairah ali

Aliya Iqbal

Bilal

Azeem

Shuaib

Adam

-Started creating the grant chart

-uml diagram to finish completing