

School of Electrical Engineering and Computer Science

COS5019-B Enterprise Pro

**Meeting Minutes Document**

Project: My Supermarket Shop

Team 22

Table of Contents

[Introduction 3](#_Toc72549457)

[Meetings Minutes 3](#_Toc72549458)

[Meeting week 3 3](#_Toc72549459)

# Introduction

This document will present all the meeting minutes produced for the development of the second iteration of the software. Planning and task allocation will be explained in each meeting minute section.

# Meetings Minutes

Below all the meeting minutes will be listed to show the progress of the project, the allocation of tasks and the collaboration between the team members.

Format: Date, Time and Members present at the meeting. Discussing the goals achieved based on the previous meeting and plan on the next steps.

|  |
| --- |
| **Team Members** |
| Muhammad Ammaar Rehman |
| Abul Foyez |
| Muhammad Mubeen Mazher |
| Hassan Ahmed |

## Meeting week 8

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | | 10/02/2021 | |
| **Time** | | 14:00 | |
| **Team Members Present** | | All | |
| **Objectives Completed** | | | |
| **Objective** | **Description** | | **Completed By:** |
| Acquired Topic | We have been given a topic and now we can focus on reviewing it and organizing the implementation | | All |
| **Next Objectives** | | | |
| **Objective** | **Description** | | **Allocated to:** |
| Research into literature review | Learn about what other platforms that utilise supermarkets have done and how consumers behave when using these systems | | Abul Foyez  Muhammad Mubeen Mazher |
| Research into competition | Look into what other websites have done | | Hassan Ahmed |
| Organize working plan | Plan next steps in terms of organization (similar to Gantt chart) | | Muhammad Ammaar Rehman |