**TEAM MEETING MINUTES**

Meeting 10:

Host: Abdul Qadeer

Participants: Qais Javed, Haider Ali Malik, Daniyal Ahmed, Saadia Ali, Muhammad Ghufran, Mohammad Saif Ullah

Absentees: none

Time: 15:00 - 16:00

Date: 15/03/2025

The main purpose of this meeting was to assign tasks to each member following the release of Assignment 2. Since the assignment primarily involves testing the website and documentation, which can only be done once the website is fully functional, we faced some challenges.

Previously, each team member was assigned a specific part of the backend code to develop and upload via VS Code. However, some members encountered issues with commits. To address this, we had a detailed discussion and worked together to resolve the problem.

Due to the backend not being fully uploaded and the website incomplete, we decided not to assign tasks for now and instead focus on completing the development. The team leader set a deadline of March 20th for all codes to be completed and submitted so we could proceed with assigning the next set of tasks.

Meeting 11:

Host: Haider Ali Malik

Participants: Qais Javed, Daniyal Ahmed, Saadia Ali, Abdul Qadeer, Mohammad Saif Ullah, Muhammad Ghufran

Absentees: none

Time: 15:00 - 16:00

Date: 17/03/2025

Building on the last meeting we allocated task for each member to make sure the work was efficient.

Saif and Haider were assigned the task of building the database, ensuring it was integrated with the backend and met the project’s requirements.

Qadeer and Ghufran were tasked with developing the backend, making sure all processes ran smoothly, and the backend aligned with the updated database.

Daniyal, Qais, and Sadia were given the responsibility of cleaning up the existing code, optimizing it for performance, and ensuring it was properly documented.

Their task also involved starting the documentation process to keep everything well-documented for future reference and potential handovers.

Each team member was given clear and specific tasks to leverage their strengths, helping to maintain productivity and keep the project on track.

Meeting 12:

Host: Haider Ali Malik

Participants: Qais Javed, Daniyal Ahmed, Saadia Ali, Abdul Qadeer, Mohammad Saif Ullah, Muhammad Ghufran

Absentees: none

Time: 14:00 - 15:00

Date: 20/03/2025

Following up on last week’s discussion, all team members agreed to finalise the front-end and back-end code by March 20th so that the team leader can assign tasks for the next assessment due in Week 12.

However, some team members are still facing challenges and are behind schedule. Ghufran and Qadeer are currently working on fixing the PHP Mailer, as they encountered issues with the password reset file.

Saif and Haider have completed the tasks assigned to them in the previous meeting, but after reviewing their work as a group, we decided to dedicate more time to refining it.

Meanwhile, Qais, Saadia, and Danyal, who were responsible for cleaning up the existing code and ensuring comments were properly placed, have completed their tasks and are now waiting for their next assignment.

The next and final deadline set by the team leader is the 25th of March.

Meeting 13:

Host: Mohammad Saif Ullah

Participants: Qais Javed, Daniyal Ahmed, Saadia Ali, Abdul Qadeer, Haider Ali Malik, Muhammad Ghufran

Absentees: none

Time: 14:00 - 15:00

Date: 25/03/2025

After last week’s team meeting, and the agreement and finalisation of the front end and backend code.

Qadeer and Ghufran rectified and solved the issues faced by the PHP mailer regarding the password reset file.

Each team member created their own branches, and they had pushed their individual files to their own branches.

**Task for next week**

Tasks were allocated and all team members had made progress.

Qadeer, Qais, Saif where assigned the task for testing the code.

Saadia, was assigned with updating the team meeting minutes.

Ghufran, Haider, Daniyal were assigned the testing documentation and the code inspection report.

The final deadline for completing the tasks delegated will be 5th of April.

Meeting 14:

Host: Abdul Qadeer

Participants: Qais Javed, Daniyal Ahmed, Saadia Ali, Mohammad Saif Ullah, Haider Ali Malik, Muhammad Ghufran

Absentees: none

Time: 14:00 - 15:00

Date: 01/04/2025

Today’s meeting was checking up on every member so see if they have completed the task allocated to them. Every member was on track with the deadline.

Qadeer, Qais, Saif have been working on the unit testing and re on track to make the deadline set out,

Saadi along with updating the team minutes has been working on the documentation.

Haider, Ghufran, Daniyal have fixed errors found in the code inspection and are continuing with that task along with the report.

Meeting 15:

Host: Saadia Ali

Participants: Qais Javed, Daniyal Ahmed, Mohammad Saif Ullah, Haider Ali Malik, Muhammad Ghufran, Abdul Qadeer

Absentees: none

Time: 15:00 - 16:00

Date: 07/04/2025

This meeting was arranged to check the progress from the last meeting. Every member is on track with their tasks

Last meetings deadline of 5th of April had to be extended to 6th of April as we had some difficulty, with the unit testing

and acceptance testing, so Qadeer, Qais, and Saif requested in the group if the deadline could be brought forward to the 7th.

Saadia has been helping with the documentation as well as hosting and updating the team minutes.

Haider, Ghufran and Daniyal have cleaned up some minor errors found in the code, as they have completed

the code inspection documentation and are almost done with the report.

The next deadline is the 9th of April and for that deadline we want to have completed everything, and pushed all our code

to the main branch in GitHub, ready for submission.

The next meeting is scheduled to be the last one, before submission.

Meeting 16:

Host: Mohammad Saif Ullah

Participants: Qais Javed, Daniyal Ahmed, Saadia Ali, Haider Ali Malik, Muhammad Ghufran, Abdul Qadeer

Absentees: none

Time: 14:00 - 15:00

Date: 10/04/2025

As scheduled, this was the last meeting, and the purpose of this meeting was to tie everything together, from our testing files to our code documentation.

Qais, Qadeer, and Saif had completed the acceptance testing, and unit testing.

The code for testing has all been pushed to the main branch of GitHub.

Saadia completed the left-over documentation.

Haider, Ghufran and Daniyal completed the report, thus completing all the tasks assigned to them from the last meeting.

we collectively reviewed our final deliverables and were satisfied and content with our work overall.