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| Team meetings: | Attendees | Minutes |
| 11/02/25 | Haris Dawood  Aurangzaib Rana  Saif Ul Islam  Hussain Sadaqat  Emmannuel Oluwasesi | In this meeting the team confirmed requirements with clients as well assigning specific roles to each individual team member assigning tasks to each member for the functional requirements document based on strengths and weaknesses |
| 17/02/25 | Haris Dawood  Aurangzaib Rana  Saif Ul Islam  Hussain Sadaqat  Emmannuel Oluwasesi  Muskan Devi | During this meeting the group reviewed the functional requirements of the project and began planning and working on specific sections that were assigned previously.  1, 1.1,1.2 - assigned to Muskan devi and Emmannuel Oluwasesi  2 – functional and non- functional requirements, assigned to Saif Ul Islam and Hussain Sadaqat  3,4 and 6 (Data description and interface) assigned to Aurangzaib rana  LSEPI and risk assessment – assigned to Haris Dawood |
| 18/02/25-pre lab | Haris Dawood  Aurangzaib Rana  Saif Ul Islam  Hussain Sadaqat  Emmannuel Oluwasesi  Muskan Devi | In this meeting the group proceeded to carry on working on the functional requirements for the project focusing on the tasks assigned in the previous meeting. These tasks were assigned based on each individual team member's strengths. |
| 24/02/25 | Haris Dawood  Aurangzaib Rana  Saif Ul Islam  Hussain Sadaqat  Emmannuel Oluwasesi  Muskan Devi | In this meeting the team finalized and overviewed the functional requirement documents having completed all sections assigned to them. From here the team followed up with emails to the client asking questions regarding the prototype, e.g., particular functionalities to be included, languages to be used etc. as well as confirming all the requirements set out by the client. |
| 26/2/25 | Haris Dawood  Aurangzaib Rana  Saif Ul Islam  Hussain Sadaqat  Emmannuel Oluwasesi  Muskan Devi | Once receiving feedback (delayed feedback) from the client the team progressed with the prototype and assigned coding tasks. For the front-end side of things for the project the team and client agreed on using react to complete the website. |
| 3/3/25 | Haris Dawood  Aurangzaib Rana  Saif Ul Islam  Hussain Sadaqat  Emmannuel Oluwasesi  Muskan Devi | In this group meeting the team was falling behind in regard to the prototype and had made a start on it working collaboratively together focusing on key functionalities to be ready to present to the client in week 8. |