MEETING NOTES 29/08/2023

The meeting was held online with Muhammad Abualsheikh. Meeting started at 3 30pm on 29 -08-2023. All group members Azan, Harris, Sajid and Marshall joined the online meeting. However, Marshall was late by 7 minutes.

Meeting started by sponsor asking us about showing him our project proposal report. However, there was an issue showing the report as Azan was supposed to show the report, but he was having audio and mic problem. He couldn’t show the report due to communication problem.

By then, Marshall joined the meeting and he wanted to show the report. Muhammad Abualsheikh wasn’t happy as we as a group were supposed to be ready to show the report, but we ended up wasting a lot of time. We showed the report by 3 40pm.  
As group didn’t work much by then, sponsor gave us an honest opinion of we are going to fail the subject if we don’t pick up the pace. He told us that is a lot of work needed and we are very late.

Sponsor went through the requirements again reminding us about the 10 requirements needed for the assignment. He told us that we wrote nothing about in scope and out of scope.  
Team shared his opinion that we are using WhatsApp as a mode of communication and sponsor was alright with this. He then told us about git and GitHub and explained the team members about what the usage of this platform is.

Team Members then shared the Trello and asked about the opinion. Sponsor told us that we need t add more things into it and use all the features of the Trello. Team was advised to watch some videos to improve the Trello and include some subtasks.

Sponsor again told us that he is overlooking 3 groups and we are performing the worst. If we don’t pick up, we can potentially fail the unit.  
As team members didn’t do much of the stuff in this week, team asked for another meeting with the sponsor potentially before the due date. Sponsor told us that he is very busy but can squeeze out some time, but it would be after working hours. He suggested the idea of Thursday 5 pm but Marshall raised the concern of cannot join the meeting on Thursday. Marshall asked if other team members can join, and he can just get the notes from them.

Sponsor made it very clear that if you cannot join the meeting, you will be penalized. Everyone then agreed to join another meeting on Friday by 10:00 am where everyone should join. Meeting ended at 3 :58pm.