

Team Meetings:

Date	Time	Attendees	Absentees
07 Mar 2025	11:00 AM	Dawood, Hillary, Nizami, Sehan, Kamran, Hassan, Nabeel	Muhammad Ali
12 Mar 2025	02:00 PM	Dawood, Hillary, Nizami, Sehan, Kamran, Hassan, Nabeel	Muhammad Ali
17 Mar 2025	03:30 PM	Dawood, Hillary, Nizami, Sehan, Kamran, Hassan, Nabeel	Muhammad Ali
22 Mar 2025	10:00 AM	Dawood, Hillary, Nizami, Sehan, Kamran, Hassan, Nabeel	Muhammad Ali
27 Mar 2025	01:00 PM	Dawood, Hillary, Nizami, Sehan, Kamran, Hassan, Nabeel	Muhammad Ali
01 Apr 2025	09:00 AM	Dawood, Hillary, Nizami, Sehan, Kamran, Hassan, Nabeel	Muhammad Ali
06 Apr 2025	03:00 PM	Dawood, Hillary, Nizami, Sehan, Kamran, Hassan, Nabeel	Muhammad Ali

## **Summary of Final Stage Activities (Post-CW1)**

### **Team Progress**

The team steadily advanced the project through clear milestones. Each meeting focused on collaborative planning, iterative development, and progress tracking. Tasks were tackled in sprints, with integrated review sessions to align frontend and backend developments. Continuous feedback loops enabled timely bug fixes, design consistency, and proper role-based access control.

- Database migrations were finalized and implemented.
- CSV upload functionality was tested and verified.
- Email notifications were styled and activated.
- Admin panel functionality and route middleware were integrated.
- User interface was aligned with Bradford Council's branding.
- Authentication and MFA (planned) were reviewed.

### **Individual Progress & Task Allocation**

- Dawood (Team Leader): Managed team communication, organized GitHub repos, merged PRs, and oversaw full-cycle progress. Supervised integration checkpoints.
- Hillary: Took charge of email template customization, polished Laravel mail views, and helped proofread and format user-facing content.
- Nizami: Focused on Laravel route protection, middleware creation (Admin and Approval), and integration of user role logic. Built admin access verification.
- Sehan: Worked on frontend layout, handled mobile responsiveness, styled input forms, and implemented Blade view consistency across routes.
- Kamran: Led manual and automated testing, reported and logged bugs from test cases, and maintained test documentation. Verified proper error messaging on forms.
- Hassan: Managed the data structure logic, implemented the CSV import functionality, and tested edge cases related to file validation and database population.
- Nabeel Tariq: Contributed to user registration logic, helped implement the department dropdown feature, and optimized form validations. Participated actively in debugging sessions and helped align CSV column handling with DB schema.