

Sr. No	Date	Time	Location	Attendees	Absentees	Agenda	Decisions Made	Action Items	Key points
1	Nov 05, 2025	9:30 AM	CS Faculty Offices	Hammad Shabbir, Hasnain Ali, Ahmer Sultan Abdul Rafay (RP)	None	Project idea generation discussion and decision	Project decided and approved	Team to prepare development Agreement and project proposal	Multiple projects discussed browser and timetable management system shortlisted timetable management system chosen
2	Dec 15, 2025	10:30 AM	Academic Block	Hammad Shabbir, Hasnain Ali, Ahmer Sultan Abdul Rafay (RP)	None	Get the requirements of the system	High Level requirements finalized	Team to prepare detailed SRS document for the system	Requirements discussed, Assigned team with the tasks