

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		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
3	Jan 13, 2026	3:00 PM	CS Faculty Offices	Hammad Shabbir, Hasnain Ali, Ahmer Sultan Abdul Rafay (RP)	None	Discuss the design and prototype of the system	Basic Design approved	Team to prepare the prototype of the system	Basic design discussed, prototype discussed, assigned team the tasks
4	Jan 19, 2026	11:00 AM	CS Faculty Offices	Hammad Shabbir, Hasnain Ali, Ahmer Sultan Abdul Rafay (RP)	None	Showcase the design to RP.	Design approved with minor improvements	None	Design Discussed, showcased and discussions about future of the project