# MINUTES OF MEETING (MOM)

## Meeting #01
**Date & Day:** 15<sup>th</sup> July 2025 , Tuesday
**Starting Time:** 7:50 PM
**End Time:** 8:30 PM
**Platform:** Google Classroom
**Attendance:** All team members were present

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## AGENDA:

- Introduction of all team members
- Discussion and assignment of roles
- Overview of project vision and expectations

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## DISCUSSION POINTS:

1. **Team Introduction:**
   o Each member introduced themselves and shared their background.
   o Shaheer (Project Manager) explained the purpose of forming the team and provided a high-level overview of the project.
2. **Role Assignment:**
   o Roles and responsibilities were discussed and finalized.
   o Team members agreed on their contributions to ensure smooth collaboration.

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## TEAM STRUCTURE (Roles & Responsibilities):

| Name | Role(s) |
|---|---|
| Shaheer Ahmed | Project Manager, Developer |
| Hasan Mustafa | Maintenance Lead |
| Hunain Amjad | Business Analyst |
| Mauzam Abbas | UI/UX Designer |
| Sarim Hasan Naqvi | Deployment Manager |
| Muhammad Hamza | QA Tester |

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## ACTION ITEMS:

- Team members to familiarize themselves with the assigned roles.
- Project Manager (Shaheer) to share initial documents and resources with the team.

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## NEXT STEP / WAY FORWARD:

- Next meeting will focus on **requirements gathering, defining objectives, and responsibilities** for each role.