

TEAM ALPHA – MEETING REPORT

Meeting Title:

Face-to-Face Project Discussion

Project Name:

Alpha Solutions IMS

Meeting Type:

Planned Face-to-Face Meeting

Date:

16th October 2025

Venue:

University of Karachi – UBIT, Seminar Hall

Called By:

Shaheer Ahmed (Project Manager)

Purpose of Meeting:

The purpose of this meeting was to hold a final in-person discussion regarding the Alpha Solutions IMS project before its upcoming launch and final presentation. The goal was to review documentation progress, finalize pending tasks and align the team for final submission and launch readiness.

Agenda:

1. Review of all SDLC documents (SRS, Design Docs, Reports, etc.)
2. Discuss upcoming launch and presentation structure
3. Identify last-minute changes or improvements
4. Plan final submissions and online content updates
5. Confirm readiness for project handover and evaluation

Planned Attendees:

- **Shaheer Ahmed** (Project Manager)
- **Hasan Mustafa** (Marketing & Editor)

- **Hunain Amjad** (Business Analyst)
- **Mauzam Abbas** (Resource Manager)
- **Sarim Hasan** (Document Support)
- **Muhammad Hamza** (Survey Supporter)

Attendance Summary:

Member Name	Role	Attendance	Remarks
Shaheer Ahmed	Project Manager	Present	Conducted the meeting
Hasan Mustafa	Marketing & Editor	Present	Present during meeting
Muhammad Hamza	Survey Supporter	Present	Present during meeting
Hunain Amjad	Business Analyst	Absent	Not available
Mauzam Abbas	Resource Manager	Absent	Not available
Sarim Hasan	Document Support	Absent	Not available

Meeting Outcome:

Due to the absence of three members and the SPM class being held in the same Seminar Hall at that time, the Project Manager (Shaheer Ahmed) decided to cancel the face-to-face meeting.

It was mutually agreed that the meeting would be shifted to an online session later in the same week to ensure all members could attend and contribute to finalizing the project before the launch and presentation. No project discussions were conducted during this session due to time and venue constraints.

Next Steps:

1. Conduct an online meeting within the same week.
2. Review and finalize all documents before submission.
3. Prepare launch materials and final presentation.
4. Coordinate the final marketing plan and posting schedule.

Remarks:

Although the in-person meeting was canceled, would participate in the upcoming online meeting to complete the final preparation phase before the project launch.

Prepared By:**Hasan Mustafa**

(Marketing & Editor – Team Alpha)

Reviewed & Approved By:**Shaheer Ahmed**

(Project Manager – Team Alpha)