

Meeting Notes:

Attendees:

- Tasweef Abdullah
- Andrew Alwin David
- Yousaf Qureshi
- Jawad Soormo
- Wanqi Liu
- Zehao Yang
- Mackenzie McCormack

Date: 4/2/25

Time: 2-4pm

Agenda:

- Meeting with client
- Went through project briefings with client
- Addressing the needs and wants of the client with the project
- Clearing team's initial doubts about the project in terms of the brief.

To do:

Team:

- Planning out the project, step by step
- Planning to delegating of tasks to each member of the team

Meeting Notes:

Attendees:

- Tasweef Abdullah
- Andrew Alwin David
- Yousaf Qureshi
- Jawad Soormo
- Wanqi Liu
- Zehao Yang
- Mackenzie McCormack

Date: 11/2/25

Time: 2-4pm

Agenda:

- Tasks have been delegated
 - Jawad - login html
 - Zehou – login php
 - Wanqi - login php
 - Tasweef - requirements specification document
 - Yousaf - start ww1 database
 - Mackenzie- JavaScript for login page
 - Andrew- team minutes, task delegation, backup writer for requirements specification document
- Working on what is required in the document, through each section

To do:

Team:

- Additional meeting, according to attendees' availability and will be shared

Tasweef: - Create requirements document and clarifying any details in the specification with the client.

Meeting Notes:

Attendees:

- Tasweef Abdullah
- Andrew Alwin David
- Yousaf Qureshi
- Jawad Soormo
- Wanqi Liu
- Zehao Yang
- Mackenzie McCormack

Date: 13/2/25

Time: 10-11am

Agenda:

- Final delegation of tasks.
- Addressing doubts between team members, with the requirements document and project in general

Completed:

- Yousaf: Worked on the requirements document (Data Description)
- Jawad: Worked on the requirements document (Interface Section)
- Andrew: Worked on the requirements document (LSEPI Section)
- Tasweef: Worked on the requirements document (Functionality Section), and sent to client, waiting to hear response from him.

To do:

Team: Start to complete tasks that have been delegated:

- Yousaf: Database Creation
- Jawad: Login interface html
- Tasweef: Creating Gantt Chart
- Mackenzie: Javascript for Login page
- Zehao: Login php template
- Wanqi: Login php template
- Andrew: Meeting minutes. working on readme section.

Meeting Notes:

Attendees:

- Tasweef Abdullah
- Andrew Alwin David
- Yousaf Qureshi
- Jawad Soormo
- Wanqi Liu
- Zehao Yang
- Mackenzie McCormak

Date: 18/2/25
Time: 10:30am
– 11:30am

Agenda:

- Progress report on tasks that have been delegated to all team members

To do:

- Start to complete, or continuing tasks that have been delegated

Attendees:

- Tasweef Abdullah
- Andrew Alwin David
- Yousaf Qureshi
- Jawad Soormo
- Wanqi Liu
- Zehao Yang
- Mackenzie McCormak

Date: 18/2/25
Time: 2 – 4pm

Agenda:

- Continuing to complete tasks from all team members

To do:

- Yousaf: SQL Database
- Andrew: readme section, SQL database
- Wanqi: login php template
- Zehao: login php template
- Machenzie: login javascript template
- Jawad: login html page
- Tasweef: Logo, and login html page

Meeting Notes:

Attendees:

- Tasweef Abdullah
- Andrew Alwin David
- Yousaf Qureshi
- Jawad Soormo
- Wanqi Liu
- Zehao Yang
- Mackenzie McCormak

Date: 25/2/25

Time: 1pm –
1:30pm

Agenda:

- Progress report on tasks that have been delegated to all team members.
 - **Tasweef:** Working on the displays of the web interface.
 - **Andrew:** SQL and assisting with web interface.
 - **Yousaf:** SQL Database and importing sample data
 - **Jawad:** Login php completed.
 - **Mackenzie:** javascript for the displays
 - **Wanqi:** Completing the CSS part of the web interface with Zehao.
 - **Zehao:** Assisted with login php completion, also completing the css files for it.

To do:

- Continuing tasks that have been delegated
 - Yousaf: Finish off the SQL part of the database.
 - Andrew: Start on Welcome page, description for the tables.
 - Tasweef: Completing the displays for the web interface.
 - Zehao: PHP for the web interface.
 - Wanqi: PHP for the web interface.
 - Mackenzie: Javascript for the displays.
 - Jawad: Admin page

Attendees:

- Tasweef Abdullah
- Andrew Alwin David
- Yousaf Qureshi
- Jawad Soormo
- Wanqi Liu
- Zehao Yang
- Mackenzie McCormak

Date: 25/2/25**Time: 2 – 4pm****Agenda:**

- Continuing to complete tasks, or starting new tasks delegated from previous meeting.

To do:

- Yousaf: Format sample data and import to database, create users table
- Andrew: Start on Welcome page (html &css), description for the tables.
- Tasweef: Completing the displays for the web interface.
- Zehao: PHP for the web interface.
- Wanqi: PHP for the web interface.
- Mackenzie: Javascript for the displays.

Meeting Notes:

Attendees:

- Tasweef Abdullah
- Andrew Alwin David
- Yousaf Qureshi
- Jawad Soormo
- Wanqi Liu
- Zehao Yang
- Mackenzie McCormak

Date: 4/3/25

Time: 1– 1:30pm

Agenda:

- Progress report on tasks that have been delegated to all team members.
 - **Tasweef:** Working on the displays of the web interface (continuing).
 - **Andrew:** Welcome page completed.
 - **Yousaf:** SQL Database (tables all completed)
 - **Jawad:** Admin php completed.
 - **Mackenzie:** javascript for the displays
 - **Wanqi:** Completing the html and css of the admin page web interface with Zehao.
 - **Zehao:** Assisted with admin php completion, and doing admin html and css, connecting it to the database.

To do:

- Continuing to complete tasks, or starting new tasks delegated from previous meeting.
 - Yousaf: Tweak database (adjust character limits) and verify users table
 - Andrew: Description for the tables.
 - Tasweef: Completing the displays for the web interface.
 - Zehao: CSS for the web interface.
 - Wanqi: CSS for the web interface.
 - Mackenzie: Javascript for the displays.
 - Jawad: Admin page.

Attendees:

- Tasweef Abdullah
- Andrew Alwin David
- Yousaf Qureshi
- Jawad Soormo
- Wanqi Liu
- Zehao Yang
- Mackenzie McCormak

Date: 4/3/25**Time: 2 – 4pm****Agenda:**

- Continuing to complete tasks, or starting new tasks delegated from previous meeting.

To do:

Continued from previous meeting