

MEETING MINUTES

TEAM MEETING

Date: February 4th, 2025

Time: 2 pm

ATTENDEES

Tawseef, Andrew, Yousaf, Jawad, Wanqi, Zehao, Mackenzie

AGENDA

- Meeting with client
- Go through project briefings with client
- Address the needs and requirements of the project
- Clearing team's initial doubts about the projects in terms of the brief

TO DO

Team:

- Planning out the project, step by step

MEETING MINUTES

TEAM MEETING

Date: February 11th , 2025

Time: 2 pm

ATTENDEES

Tawseef, Andrew, Yousaf, Jawad, Wanqi, Zehao, Mackenzie

AGENDA

Delegate tasks

- Jawad – login html
- Zehao – login php
- Wanqi – login php
- Tawseef – Requirement Specification Document
- Yousaf – Work on SQL database
- Mackenzie – JavaScript for login page
- Andrew – Team Minutes, task delegation, backup writer for Requirement Specification Document

TO DO

Team:

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

Tawseef: Create requirement document and clarify any details in the specification with the client.

MEETING MINUTES

TEAM MEETING

Date: February 13th, 2025

Time: 10 am

ATTENDEES

Tawseef, Andrew, Yousaf, Jawad, Wanqi, Zehao, Mackenzie

AGENDA

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

TO DO

- Yousaf: Database creation
- Jawad: Login interface html
- Tawseef: Create Gantt Chart
- Mackenzie: JavaScript for login page
- Zehao: Login PHP template
- Wanqi: Login PHP template
- Andrew: meeting minutes, work on README file

MEETING MINUTES

TEAM MEETING

Date: February 18th, 2025

Time: 10:30 am

ATTENDEES

Tawseef, Andrew, Yousaf, Jawad, Wanqi, Zehao, Mackenzie

AGENDA

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

TO DO

- Yousaf: SQL Database
- Andrew: README Section, SQL Database
- Wanqi: Login PHP
- Zehao: Login PHP
- Mackenzie: Login JavaScript
- Jawad: Login HTML
- Tawseef: Logo and Login HTML

MEETING MINUTES

TEAM MEETING

Date: February 25th, 2025

Time: 1 pm

ATTENDEES

Tawseef, Andrew, Yousaf, Jawad, Wanqi, Zehao, Mackenzie

AGENDA

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

- Tawseef: Work on the display of the web interface
- Andrew: SQL and assisting with web interface
- Yousaf: SQL Database and processing sample data
- Jawad: Login PHP complete
- Mackenzie: JavaScript for the displays
- Wanqi: Complete CSS part of the web interface with Zehao
- Zehao: Assist with PHP completion and completing the CSS file

TO DO

- Yousaf: Finish the SQL part of the database
- Andrew: Start on Welcome page, description for the tables
- Tawseef: Completing the display for the web interface
- Zehao: PHP for the web interface
- Wanqi: PHP for the web interface
- Mackenzie: JavaScript for the display
- Jawad; Work on Admin page

MEETING MINUTES

TEAM MEETING

Date: February 25th, 2025

Time: 2 pm

ATTENDEES

Tawseef, Andrew, Yousaf, Jawad, Wanqi, Zehao, Mackenzie

AGENDA

- Continue to complete tasks or start new tasks delegated from previous meeting

TO DO

- Yousaf: Format sample data and import into database, create users table
- Andrew: Start on Welcome page and description for the database tables
- Tawseef: Complete the display for the web interface
- Zehao: PHP for Admin pages
- Wanqi: PHP for Admin pages
- Mackenzie: JavaScript on various pages

MEETING MINUTES

TEAM MEETING

Date: March 4th, 2025

Time: 1 pm

ATTENDEES

Tawseef, Andrew, Yousaf, Jawad, Wanqi, Zehao, Mackenzie

AGENDA

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

- Tawseef: Working on the display of the web interface.
- Andrew: Welcome page completed
- Yousaf: SQL Database (tables completed)
- Jawad: Admin PHP completed
- Mackenzie: JavaScript for the displays
- Wanqi: Complete the HTML and CSS of the admin page.
- Zehao: Assisted with Admin PHP completion, and doing HTML and CSS

TO DO

Continue to complete tasks, or start new tasks delegated from previous meeting

- Yousaf: Tweak database and verify users table
- Andrew: Description for the tables
- Tawseef: 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

MEETING MINUTES

TEAM MEETING

Date:	March 11 th , 2025
Time:	12 pm

ATTENDEES

Tawseef, Andrew, Yousaf, Jawad, Wanqi, Zehao, Mackenzie

AGENDA

Making changes and fixes to prepare for client demonstration session

TO DO

Continue to complete tasks, or start new tasks delegated from previous meeting

- Yousaf: Alter database field names based on new client instructions, start on PHP for Newspaper References page
- Andrew: Work on PHP for Those Buried in Braford page
- Tawseef: Polish web pages and ensured consistent functionality
- Zehao: Work on PHP for Admin functionalities
- Wanqi: Work on PHP for Admin functionalities
- Mackenzie: Work on PHP for Biography page
- Jawad: Modify webpages for Admin sections

MEETING MINUTES

TEAM MEETING

Date:	March 18 th , 2025
Time:	12 pm

ATTENDEES

Tawseef, Andrew, Yousaf, Jawad, Wanqi, Zehao, Mackenzie

AGENDA

Finish final functionality of the project

TO DO

Continue to complete tasks, or start new tasks delegated from previous meeting

- Yousaf: Alter database field names, create new table for About section
- Andrew: Work on Buried PHP page
- Tawseef: Polish web pages and ensured consistent functionality
- Zehao: Work on PHP for Admin functionalities
- Wanqi: Work on PHP for Admin functionalities
- Mackenzie: Work on About section functionality
- Jawad: Modify webpages for Admin sections

MEETING MINUTES

TEAM MEETING

Date: March 25th, 2025

Time: 2 pm

ATTENDEES

Tawseef, Andrew, Yousaf, Jawad, Wanqi, Zehao, Mackenzie

AGENDA

Finish final functionality of the project, fix errors

TO DO

Continue to complete tasks, or start new tasks delegated from previous meeting

- Yousaf: Fix issues with database
- Andrew: Work on Buried PHP page
- Tawseef: Work on PHP for functionality across the site
- Zehao: Work on PHP to fix functionalities
- Wanqi: Work on PHP to fix functionalities
- Mackenzie: Work on JavaScript for layout of pages
- Jawad: Modify webpages for Admin sections

MEETING MINUTES

TEAM MEETING

Date: April 1st 2025

Time: 2 pm

ATTENDEES

Tawseef, Andrew, Jawad, Wanqi, Zehao, Mackenzie, Yousaf

AGENDA

Team update on tasks

Discuss testing

Discuss Admin Pages

Meeting cut short due to Eid

TO DO

Continue to complete tasks, or start new tasks delegated from previous meeting

- Yousaf: Fix issues with database, start user manual
- Andrew: Work on Buried PHP page, start user manual
- Tawseef: Work on PHP for functionality across the site
- Zehao: Work on PHP to fix functionalities
- Wanqi: Work on PHP to fix functionalities
- Mackenzie: Work on JavaScript for layout of pages
- Jawad: Modify webpages for Admin sections

MEETING MINUTES

TEAM MEETING

Date:	April 8th 2025
Time:	12 pm

ATTENDEES

Tawseef, Andrew, Yousaf, Jawad, Wanqi, Zehao, Mackenzie

AGENDA

Fix functionalities with JavaScript and PHP and begin testing

TO DO

Continue to complete tasks, or start new tasks delegated from previous meeting

- Yousaf: Modify database and import new data
- Andrew: Work on Buried PHP testing
- Tawseef: Fix JavaScript and PHP functionalities
- Zehao: PHP functionalities
- Wanqi: PHP functionalities
- Mackenzie: JavaScript functionalities
- Jawad: Finish Admin functionalities in PHP

TEAM MEETING

Date:	April 10th 2025
Time:	11am

ATTENDEES

Tawseef, Andrew, Yousaf, Jawad, Wanqi, Zehao

AGENDA

Work on testing, documentation and fixing final functionality

- Yousaf, Andrew, Jawad: Finish documentation
- Everyone else: Finish functionalities with assigned sections

TO DO

Continue to complete tasks, or start new tasks delegated from previous meeting

- Yousaf: Work on acceptance testing and finish user manual
- Andrew: Work on user manual
- Tawseef: Fix consistency with functionalities across the site
- Zehao: Fix remaining PHP SQL connection
- Wanqi: PHP testing and fix admin side PHP pages
- Jawad: PHP testing and fix admin pages and SQL connection