

# MEETING MINUTES

## TEAM MEETING

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Date: February 4<sup>th</sup>, 2025

Time: 2 pm

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### 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

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Date: February 11<sup>th</sup> , 2025

Time: 2 pm

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### 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

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Date: February 13<sup>th</sup>, 2025

Time: 10 am

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### 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

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Date: February 18<sup>th</sup>, 2025

Time: 10:30 am

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### 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

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Date: February 25<sup>th</sup>, 2025

Time: 1 pm

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### 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 25<sup>th</sup>, 2025

Time: 2 pm

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### 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 4<sup>th</sup>, 2025

Time: 1 pm

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### 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