**Attendees:**

* **Tasweef Abdullah**
* **Andrew Alwin David**
* **Yousaf Qureshi**
* **Jawad Soormo**
* **Wanqi Liu**
* **Zehao Yang**
* **Mackenzie Mccormak**

**Date: 4/2/25**

**Time: 2-4pm**

**Meeting Notes:**

**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

**Date: 11/2/25**

**Time: 2-4pm**

**Attendees:**

* **Tasweef Abdullah**
* **Andrew Alwin David**
* **Yousaf Qureshi**
* **Jawad Soormo**
* **Wanqi Liu**
* **Zehao Yang**
* **Mackenzie Mccormak**

**Meeting Notes:**

**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 rs 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 to the client

**Date: 13/2/25**

**Time: 10-11am**

**Attendees:**

* **Tasweef Abdullah**
* **Andrew Alwin David**
* **Yousaf Qureshi**
* **Jawad Soormo**
* **Wanqi Liu**
* **Zehao Yang**
* **Mackenzie Mccormak**

**Meeting Notes:**

**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.

**Date: 18/2/25**

**Time: 10:30am – 11:30am**

**Attendees:**

* **Tasweef Abdullah**
* **Andrew Alwin David**
* **Yousaf Qureshi**
* **Jawad Soormo**
* **Wanqi Liu**
* **Zehao Yang**
* **Mackenzie Mccormak**

**Meeting Notes:**

**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

**Date: 18/2/25**

**Time: 2 – 4pm**

**Attendees:**

* **Tasweef Abdullah**
* **Andrew Alwin David**
* **Yousaf Qureshi**
* **Jawad Soormo**
* **Wanqi Liu**
* **Zehao Yang**
* **Mackenzie Mccormak**

**Agenda:**

* Continuing to complete tasks from all team members

**To do:**

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