

Task D: Team Activity

Team 10

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Meeting minutes

Meeting 1

Location: Lab (D1.01 HORTON)

Date: 01/02/2022

Time: 15:00

Attendees: {Usman Malik} {Hassan Raza} {Samuel Asare} {Mohammed Musaab}
{Sara Omle} {Noor Uddin} {Ali Irtaza}

Absentees: {Kuratulain Ahmed}

Agenda: First time meeting amongst some members

Team Introduction- introducing each team member and getting to know each other better, such as our strengths and weaknesses in the course, and what experiences we have in coding which will be used to plan certain allocated tasks going forward.

Planning for next meeting- Researching the choices for our industry sponsor. The team members split into groups to research the choices and present their findings in the next meeting. Findings include pros and cons, what is most suitable for our team based on our capabilities.

Tasks allocated for next meeting-

Research Project 1- Usman Malik

Research Project 2- Hassan Raza

Research Project 3- Noor Uddin, Mohammed Musaab

Research Project 4- Sara Omle, Samuel Asare

Research Project 5- Ali Irtaza, Kuratulain Ahmed

Absentee {Kuratulain Ahmed} sent apologies in advance and couldn't attend the meeting because she was abroad.

Meeting 2

Location: Microsoft Teams {Online}

Date: 04/02/2022

Time: 18:00

Attendees: {Usman Malik} {Hassan Raza} {Samuel Asare} {Mohammed Musaab}
{Sara Omle} {Noor Uddin} {Ali Irtaza} {Kuratulain Ahmed}

Absentees: N/A

Agenda: All team members present their findings of their conducted research on the industry sponsors
Come to an agreement and pick our industry sponsor and prepare our CV.

Action items	Owner(s)	Deadline	Status
Research Project 1	Usman Malik	Not specified	Completed
Research Project 2	Hassan Raza	Not specified	Completed
Research Project 3	Noor Uddin, Mohammed Musaab	Not specified	Completed
Research Project 4	Sara Omle, Samuel Asare	Not specified	Completed
Research Project 5	Ali Irtaza, Kuratulain Ahmed	Not specified	Completed
Team Minutes	Usman Malik	11/03/2022	Minutes for first and second meeting complete

Planning for the next meeting- finish off our CV (Review and Planning documentation (draft)) for our chosen industry sponsor and hand it in before submission deadline.

Meeting 3

Location: Microsoft Teams {Online}

Date: 11/02/2022

Time: 19:00

Attendees: {Hassan Raza} {Samuel Asare} {Mohammed Musaab}

{Sara Omle} {Noor Uddin} {Ali Irtaza} {Kuratulain Ahmed}

Absentees: {Usman Malik}

Agenda: Finish off our CV (Review and Planning documentation (draft)) for our industry sponsor. All members contributed to ensure this was completed.

Action items	Owner(s)	Deadline	Status
Meeting minutes	Usman Malik	11/03/2022	Completed for week 3
CW Part A component	Team 10	14/02/2022	Completed

Planning for next team meeting- Preparing interview questions for our industry sponsor and allocating tasks for Part A of the coursework to all individuals.

Absentee {Usman Malik} sent apologies in advance; couldn't attend meeting on the day because of work commitments so {Hassan Raza} led the meeting.

Meeting 4

Location: Lab (D1.01 HORTON)

Date: 15/02/2022

Time: 15:00

Attendees: {Usman Malik} {Hassan Raza} {Samuel Asare} {Mohammed Musaab}

{Sara Omle} {Noor Uddin} {Ali Irtaza}

Absentees: {Kuratulain Ahmed}

Agenda: Allocate tasks to all team members

Going through our interview questions for our industry sponsor

Tasks allocated are provided below:

Action items	Owner(s)	Deadline	Status
A- Review and Planning documentation	Sara Omle, Samuel Asare Kuratulain Ahmed	11/03/2022	In progress
B- Requirements Specifications and Prototype implementation	Hassan Raza, Noor Uddin, Mohammed Musaab, Usman Malik	11/03/2022	In progress
C- Prototype	Ali Irtaza	11/03/2022	In progress
D- Team Minutes	Usman Malik	11/03/2022	Minutes for meeting 4 completed

Planning for next meeting- Our next meeting will be our interview with our industry sponsor.

Absentee {Kuratulain Ahmed} sent apologies in advance and couldn't attend the meeting because she was abroad.

Meeting 5

Location:	Microsoft Teams {Online}
Date:	23/02/2022
Time:	11:00
Attendees:	{Usman Malik} {Hassan Raza} {Samuel Asare} {Mohammed Musaab} {Sara Omle} {Noor Uddin} {Ali Irtaza} {Kuratulain Ahmed}
Absentees:	N/A
Agenda:	Interview with our team sponsor- making notes on the specific details provided by the industry sponsor that will help us in our project.

Action items	Owner(s)	Deadline	Status
A- Review and Planning documentation	Sara Omle, Samuel Asare Kuratulain Ahmed	11/03/2022	In progress, almost completed
B- Requirements Specifications and Prototype implementation	Hassan Raza, Noor Uddin, Mohammed Musaab, Usman Malik	11/03/2022	In progress

C- Prototype	Ali Irtaza	11/03/2022	In progress
D- Team Minutes	Usman Malik	11/03/2022	Minutes for meeting 5 completed

Meeting 6

Location:	Lab (D1.01 HORTON)
Date:	01/03/2022
Time:	15:00
Attendees:	{Usman Malik} {Hassan Raza} {Samuel Asare} {Mohammed Musaab} {Sara Omle} {Noor Uddin} {Ali Irtaza}
Absentees:	{Kuratulain Ahmed}
Agenda:	Check individual progress on tasks and ask for help or advice on certain tasks from other individuals if needed.

Action items	Owner(s)	Deadline	Status
A- Review and Planning documentation	Sara Omle, Samuel Asare Kuratulain Ahmed	11/03/2022	Completed
B- Requirements Specifications and Prototype implementation	Hassan Raza, Noor Uddin, Mohammed Musaab, Usman Malik	11/03/2022	In progress, nearly completed
C- Prototype	Ali Irtaza	11/03/2022	In progress
D- Team Minutes	Usman Malik	11/03/2022	Minutes for meeting 6 completed

Planning for next meeting- Next meeting will be to finalise all documents for Part A of this group project ready for submission before given deadline

Absentee {Kuratulain Ahmed} sent apologies in advance and couldn't attend the meeting but she had finished her task.

Meeting 7

Location: Lab (D1.01 HORTON)

Date: 08/03/2022

Time: 15:15

Attendees: {Usman Malik} {Hassan Raza} {Samuel Asare} {Mohammed Musaab}
{Sara Omle} {Noor Uddin} {Ali Irtaza}

Absentees: {Kuratulain Ahmed}

Agenda: Finalise all tasks and store all documents in our team folder ready for submission

Action items	Owner(s)	Deadline	Status
A- Review and Planning documentation	Sara Omle, Samuel Asare Kuratulain Ahmed	11/03/2022	Completed
B- Requirements Specifications and Prototype implementation	Hassan Raza, Noor Uddin, Mohammed Musaab, Usman Malik	11/03/2022	Completed
C- Prototype	Ali Irtaza	11/03/2022	Completed
D- Team Minutes	Usman Malik	11/03/2022	Minutes for meeting 7 completed
Sorting out all Documents	Usman Malik	11/03/2022	Completed