**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.

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| --- | --- | --- | --- |
| 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.

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| 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:

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| 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.

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| 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.

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| 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

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| 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 |

Soring out all Documents Usman Malik 11/03/2022 Completed