

Meeting Minutes

Meeting No.	Date	Time	Duration	Attendees	Discussion
1	2/2/2026	13:10	40 minutes	Zaina, Yaseen, Sukhman, Viktor, Rizwan	Quick ice breaker and decided on roles. Briefly discussed on how we wanted to sort out project binder.
2	5/2/2026	17:00	30 minutes	Zaina, Yaseen, Sukhman, Viktor, Rizwan	We have assigned and discussed tasks and deadlines to all roles in our weekly meeting. Also discussed the analysis part and plan for the next part which is Design. Discussed the contents for Project Binder. Got updates on the current status by the Analysts. Meeing Minutes will be posted in the team groupchat by Yaseen. Decided to have a team meeting after the Consultant meeting tomorrow.