

Minutes Of Meeting

Meeting 1 – 19 July 2025

Topic: Business Case

Conducted by: PM Anosha Hafeez

Attendance: All Members are Present

Discussion Highlights:

- The team first understood what a Business Case is and why it is important.
- PM Anosha explained that the business case justifies the need for FinVerse in the trading domain.
- Each member shared perspectives on how FinVerse could provide value to users.

Task Assignments:

- Farooq: Research UI trends of financial apps.
- Sarim & Umer: Explore database structures and possible API integration methods.
- Khubaib: Draft initial notes on the business problem and justification.
- Anosha: Consolidate everyone's input into a business case draft.

Lesson Learned: We learned that a clear business justification keeps the project vision strong and aligns the whole team.

Meeting 2 – 26 August 2025

Topic: Project Charter

Conducted by: PM Anosha Hafeez

Attendance: All Members are Present

Discussion Highlights:

- Discussion started with understanding the purpose of a project charter.
- PM Anosha guided the team through project objectives, stakeholders, and responsibilities.
- The team discussed what success would look like for FinVerse.

Task Assignments:

- Farooq: Define frontend deliverables for the charter.
- Sarim & Umer: Outline backend responsibilities and APIs to be included.
- Khubaib: Write stakeholder and scope sections.

- Anosha: Finalize and approve the project charter.

Lesson Learned: We realized how important it is to define roles and responsibilities clearly at the start.

Meeting 3 – 03 August 2025

Topic: Project Plan

Conducted by: PM Anosha Hafeez

Attendance: All Members are Present

Discussion Highlights:

- PM Anosha explained the concept of timelines, milestones, and resource allocation.
- The team collaboratively created a roadmap for FinVerse development.
- Risk analysis was also briefly discussed to prepare for potential challenges.

Task Assignments:

- Farooq: Align frontend tasks with planned milestones.
- Sarim & Umer: Break backend tasks into phases for implementation.
- Khubaib: Document risks and communication plan.
- Anosha: Prepare the full project plan document.

Lesson Learned: We learned that planning ahead reduces confusion and makes teamwork more efficient.

Meeting 4 – 17 August 2025

Topic: Formal Project Discussion

Conducted by: PM Anosha Hafeez

Attendance: All Members are Present

Discussion Highlights:

- This meeting was held to formally review progress on FinVerse.
- Team members shared updates on their assigned tasks.
- PM Anosha addressed challenges and ensured alignment with the plan.

Task Assignments:

- Farooq: Share progress on frontend Coding .
- Sarim & Umer: Report backend API and database setup progress.

- Khubaib: Provide content drafts for UI screens.
- Anosha: Ensure coordination across team updates.

Lesson Learned: Regular check-ins help in identifying issues early and keeping the project on track.

Meeting 5 – 24 August 2025

Topic: Requirement Gathering Process

Conducted by: PM Anosha Hafeez

Attendance: All Members are Present

Discussion Highlights:

- The team discussed how to gather user requirements effectively.
- Interview questions were created and finalized collectively.
- A Google Form was designed to collect structured responses from stakeholders.

Task Assignments:

- Farooq: Test Google Form usability for frontend-related questions.
- Sarim & Umer: Add backend feasibility questions.
- Khubaib: Polish the form with clear wording and document the process.
- Anosha: Lead requirement gathering strategy and finalize interview materials.

Lesson Learned: We learned that structured requirement gathering prevents future misunderstandings.

Meeting 6 – 28 August 2025

Topic: Final Documentation (SRS, Scope Management, Scope Statement, WBS)

Conducted by: PM Anosha Hafeez

Attendance: All Members are Present

Discussion Highlights:

- The team worked on finalizing key documents: SRS, Scope Statement, Scope Management, and WBS.
- PM Anosha ensured that all sections were completed and aligned with earlier meetings.
- The team prepared for upcoming documentation discussions planned for the next meeting.

Task Assignments:

- Farooq: Review SRS frontend sections.
- Sarim & Umer: Refine backend technical details in SRS.
- Khubaib: Summarize scope documents in clean language.
- Anosha: Oversee final document compilation and lead review.

Lesson Learned: We learned the importance of documentation in capturing project clarity and direction.

Meeting 7 – 5 September 2025

Topic: Design Phase – Online Task Document Creation

Conducted by: PM Farooq

Attendance: All Members Present

Discussion Highlights:

- The team discussed and created the online task document for the Design Phase.
- PM Farooq coordinated the distribution of tasks to ensure equal contribution.
- UML Class Diagrams for the frontend were created by Anosha.
- Requirement Gathering and Work Breakdown Structure (WBS) were handled by Khubaib.
- Backend Diagrams were developed by Sarim.
- Testing section was prepared by Umer.
- The team collaborated to ensure consistency between design and functional requirements.

Task Assignments:

- Anosha: Create Frontend UML Class Diagrams.
- Khubaib: Prepare Requirement Gathering and WBS sections.
- Sarim: Develop Backend Diagrams.
- Umer: Prepare Testing Plan section.
- Farooq: Lead and compile the overall Design Document.

Lesson Learned:

We learned that structured task distribution during the design phase improves efficiency and maintains document consistency.

Meeting 8 – 7 September 2025

Topic: Project-Specific Design Phase Document Development

Conducted by: PM Anosha Hafeez

Attendance: All Members Present

Discussion Highlights:

- The team continued work on the Design Phase Document, this time focused specifically on the project.
- PM Anosha ensured all UML and DFD diagrams aligned with real project functionalities.
- Farooq created the overall frontend and project flow diagrams.
- Anosha prepared Frontend UML and Data Flow Diagrams (DFD).
- Backend structure refinement and flow integration were verified collaboratively.

Task Assignments:

- Anosha: Create Frontend UML and DFD diagrams.
- Farooq: Create Overall Frontend and Project Flow Diagram.
- Sarim: Support backend consistency and review design structure.
- Umer: Cross-check diagram accuracy with functional requirements(Testing).
- Khubaib: Requirement Gathering.

Lesson Learned:

We learned how converting theoretical design into project-specific models helps identify structural gaps early in the development process.

Meeting 9 – 16 September 2025

Topic: Cost Estimation using COCOMO Model

Conducted by: PM Anosha Hafeez

Attendance: All Members Present

Discussion Highlights:

- The meeting focused on applying the Constructive Cost Model (COCOMO) to estimate project effort, cost, and schedule.
- PM Anosha explained the purpose of each parameter and how to derive values from project metrics.
- Each member calculated estimates for assigned modules to verify consistency.
- Results were consolidated to form the final project cost estimation.

Task Assignments:

- Anosha: Guide model creation and finalize consolidated COCOMO report.
- Farooq: Handle cost and time estimation for frontend modules.
- Sarim: Handle backend effort estimation.
- Khubaib: Assist in calculations and verify parameter accuracy.
- Umer: Prepare the summary and documentation of COCOMO findings.

Lesson Learned:

We learned how to use the COCOMO model effectively to predict resource allocation, project timelines, and overall feasibility.

Meeting 10 – 28 September 2025

Topic: Network Model and Scheduling Document Creation

Conducted by: PM Anosha Hafeez

Attendance: All Members Present

Discussion Highlights:

- The team created the Network Node Diagram and developed the professional Scheduling Document.
- Main diagrams were created by Sarim, ensuring clear visual flow and dependencies.
- Anosha compiled and finalized the complete Schedule Document based on the node diagram results.
- The team ensured proper dependencies, durations, and task flow alignment with the WBS.

Task Assignments:

- Sarim: Create main Network Node Diagram.
- Anosha: Finalize and compile the Schedule Document.
- Farooq: Verify dependencies and timeline consistency.
- Umer: Check critical path accuracy.
- Khubaib: Document description and layout polishing.

Lesson Learned:

We learned the importance of precise task sequencing and scheduling in ensuring timely project delivery.

Meeting 11 – 6 October 2025

Topic: Risk Management Document Creation

Conducted by: PM Anosha Hafeez

Attendance: All Members Present

Discussion Highlights:

- The team created the Risk Management Document to identify and analyze potential project risks.
- PM Anosha prepared the initial risk list, which all members rated individually.
- The final risk table was generated by merging and averaging all members' ratings.

- Umer and Farooq compiled the averaged results into the finalized risk assessment table.

Task Assignments:

- Anosha: Create and share the initial list of project risks.
- All Members: Rate risks individually.
- Umer & Farooq: Merge ratings and generate final averaged risk table.
- Sarim & Khubaib: Review and format the final Risk Management Document.

Lesson Learned:

We learned how collaborative risk evaluation improves accuracy and provides a balanced view of potential project challenges.