

Meeting Minutes Of Technical Review Meeting for Homepage/`index.php` File

Date: 21th February 2025

Day: Friday

Time: 3:00 PM to 3:45 PM

Venue: Online

Present: Badhon, Iftekhher, Pritam (Total-3)

Absent: Abir (Total-1)

The meeting was called to order at 3:00 PM by Badhon. The purpose of this meeting was to review and finalize the `index.php` file for upcoming deployment.

Agenda of the Meeting:

1. Review of existing code structure
 2. Discussion on design and functionality
 3. Suggestions for optimization and improvement
 4. Next steps and assignments
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1. Review of existing code structure

Rina started with a walkthrough of the `index.php` file. The file contains HTML structure integrated with PHP, primarily serving as the homepage of the application. It includes:

- A header with navigation links
- A dynamic content section using PHP includes
- Footer section with contact info and social links

Pritam noted that the code uses Bootstrap for layout and responsiveness, and the navigation bar is responsive and well-structured.

2. Discussion on design and functionality

Iftekher raised concerns about the lack of clear separation between logic and presentation. He suggested migrating logic-heavy parts into a controller or a separate PHP file for clarity.

Badhon appreciated the inclusion of reusable components via `include()` statements but pointed out some hardcoded paths that may break in production. Rina proposed defining a config file for global path management.

3. Suggestions for optimization and improvement

- **Security:** Pritam recommended using `htmlspecialchars()` for any dynamic data rendering to prevent XSS attacks.
 - **Maintainability:** Iftekher suggested adding comments and docblocks for better maintainability and onboarding of new developers.
 - **Performance:** Badhon mentioned reducing unnecessary CSS/JS files and lazy-loading images for faster page loads.
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4. Next steps and assignments

- Iftekher will restructure code to improve logic separation by February 22.
 - Badhon will handle documentation and add in-line comments by February 21.
 - Pritam will review performance improvements and submit a result by February 23.
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AOB:

1. Pritam suggested setting a code freeze deadline before deployment on February 27.
 2. Badhon recommended scheduling a follow-up QA session on February 25.
 3. Iftekher will notify absent members and share meeting notes on the group drive.
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Meeting was adjourned at 3:50 PM.

Minutes prepared by: Iftekher Hossain