**Meeting Schedule: February to March 2025**

**Meeting 1: Kickoff & Requirements Gathering**

* **Date:** Thursday, February 20, 2025
* **Time:** 10:00 AM – 11:30 AM
* **Agenda:**
  + Project Overview
  + Role Assignments & Responsibilities
  + Requirements Gathering (Functional & Non-Functional)
  + Initial Concept and Workflow Discussion
  + Next Steps
* **Location:** In-person (BBs room C-101)

**Meeting 2: Progress Review & Feature Implementation**

* **Date:** Tuesday, February 27, 2025
* **Time:** 1:00 PM – 2:30 PM
* **Agenda:**
  + Progress Update on Development
  + Feature Implementation Status
  + API Integration and Backend Logic Review
  + Feedback and Adjustments
  + Plan for Remaining Features
* **Location:** In-Person (BBs room C-101)

**Meeting 3: Testing & Quality Assurance Review**

* **Date:** Monday, March 10, 2025
* **Time:** 2:00 PM – 3:30 PM
* **Agenda:**
  + Review of Testing Processes (Unit, Integration, UAT)
  + Quality Assurance Feedback
  + Review Any Bugs or Issues Identified
  + Final Feature Adjustments and Fixes
  + Deployment Preparation
* **Location:** in-person (BBs room C-101)

**Meeting 4: Pre-Deployment & Final Preparations**

* **Date:** Monday, March 24, 2025
* **Time:** 11:00 AM – 12:30 PM
* **Agenda:**
  + Final Development Review
  + Set Deployment Date
  + Discuss Post-Deployment Monitoring and Support
  + Final Q&A and Wrap-Up
* **Location:** Online (Zoom/Teams)

**Attendees:**

1. Bisong Best Ebu-Obasi
2. Rejoice Emmanuel Redemption
3. Daniels Praise Ifechukwu
4. Emmanuel Chukwukere
5. Danlandi Martins
6. Irabor Elisha
7. Emana Osukiake Edet