

Meeting Summary: Finalizing Amendments, Requirements Analysis, UI Documents, Product Designs, Meeting Notes, and HTML Styling"

Date: 19/03/24

Participants:

- Member 1 (Dylan Carter - 720007761 - dc713@exeter.ac.uk)
- Member 2 (Jamie Elder - 720011935 - je497@exeter.ac.uk)
- Member 3 (Victor Smith - 720087895 - vphs201@exeter.ac.uk)
- Member 4 (Daniel Hart - 700046191 - dh590@exeter.ac.uk)
- Member 5 (Ziyad Alrubian - 710057514 - zaa203@exeter.ac.uk)

Session Length: 1 hour

Objective:

The objective of this meeting was to divide final documents for amendments, including requirements analysis, UI documents, product designs, meeting notes, and HTML styling. We aimed to efficiently allocate tasks among team members to streamline the revision process. Additionally, we emphasized the importance of maintaining consistency and accuracy across all documents to ensure clarity and coherence. Our goal was to finalize these documents promptly to facilitate seamless progress in the project and uphold quality standards.

Discussion Points:

1. Document Division for Amendments:

We initiated the meeting by outlining the process of dividing the final documents for necessary amendments. Each document, including requirements analysis, UI documents, product designs, meeting notes, and HTML styling, was carefully assessed to determine the scope of revisions required. By assigning specific tasks to team members, we aimed to ensure a systematic approach to document review and amendment, fostering efficiency and accountability throughout the process.

2. Requirements Analysis:

A significant portion of the discussion focused on the thorough analysis of project requirements. Team members were tasked with reviewing existing requirements documentation to identify any inconsistencies, ambiguities, or gaps. Through collaborative efforts, we aimed to refine and clarify project requirements to ensure they accurately reflect the needs and objectives of stakeholders, laying a solid foundation for subsequent project phases.

3. UI Documents and Product Designs

We delved into the revision of UI documents and product designs to enhance usability and visual appeal. Designated team members were entrusted with the responsibility of evaluating existing UI elements and product designs, identifying areas for improvement, and implementing necessary changes. By prioritizing user-centric design principles and aligning visual elements with project goals, we aimed to create an intuitive and engaging user experience.

4. Meeting Notes Review:

Another crucial aspect of the meeting was the review and amendment of meeting notes. Team members were tasked with revisiting past meeting notes to ensure accuracy, completeness, and clarity of information. By accurately updating meeting notes to reflect discussions, decisions, and action items accurately, we aimed to facilitate effective communication and decision-making within the team and with the client.

5. Finishing HTML Styling:

The meeting also addressed the finalization of HTML styling to ensure consistency and coherence in the project's visual presentation. Team members proficient in HTML and CSS were assigned the responsibility of refining the styling elements, such as fonts, colours, and layout, to create a cohesive and visually appealing user interface. By coordinating the HTML styling with the overall design aesthetics, we aimed to enhance the project's professional appearance and user experience.

Conclusion:

In conclusion, this meeting was instrumental in setting the stage for the revision process, with a comprehensive focus on dividing final documents for amendment and task allocation among team members. Through discussions on requirements analysis, UI documents, product designs, meeting notes, and HTML styling, we demonstrated our commitment to ensuring the quality and effectiveness of project deliverables. Moving forward, we remain dedicated to collaborative efforts aimed at completing revisions promptly and upholding the highest standards of excellence in project documentation.

Next Steps:

1. Testing
2. Deploy Webapp

Action Items:

1. Review meeting notes
2. Finishing design

Meeting Related Images