MEETING MINUTES N°1

📌 Project Name: BLAK BOX | Tech Store

📅 Date: 17/05/2025

⏰ Time: 6:00 PM

📍 Location / Platform: Zoom meetings

👥 Participants:

|  |  |
| --- | --- |
| Full Name: | Role |
| Diana Carolina Guerra Coronel | Information analysis, design, communication with the customer, developer. |
| Brayan Josué Jácome Noroña | All project documentation and processes, developer. |
| Jonathan David García Toquetón | Customer |

📝 Agenda:

1. Revision of the E – R model.
2. Revision of the requirements documentation
3. Revision of the business rules.

📌 Meeting Summary:

In this meeting we presented to the customers the document of requirements of the project IEEE 830 in which we discussed the web page functionality, the roles that are going to use the system, also we talked about the responsibilities of the administrator of the system and some restrictions that come with this project.

Next, we discussed the data that is going to be needed for the business database, there we reviewed the business rules and how the customer is going to use the data collected from the users. There were some changes we must make to the database.  
✅ Agreements and Decisions:

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | Agreement or Decision | Responsible | Deadline |
| User’s data | Add the attribute of phone number | Diana Guerra | 17/05/2025 |
| IEEE 830 | Review the scope of the webpage | Sebastián Lasso | 17/05/2025 |

📋 Pending Tasks:

|  |  |  |
| --- | --- | --- |
| Task | Assignee | Status |
| Do the e-commerce page | Brayan Jácome | pending |
| Do the checkout page | Sebastián Lasso | pending |
| Do the home and login page | Diana Guerra | pending |

✍️ Additional Notes: None

📌 Next Meeting (if applicable):

Estimated Date: 18/05/2024

Time: 6:00 PM

Topics to be discussed:

* Login Page
* E-commerce page
* Checkout and cart