MEETING MINUTES N°2

📌 Project Name: BLAK BOX | Tech Store

📅 Date: 20/05/2025

⏰ Time: 9:40 PM

📍 Location / Platform: Zoom meetings

👥 Participants:

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

📝 Agenda:

1. Revision of the home page
2. Revision of the login and sign-up functionalities
3. Revision of the Admin and user functionalities.

📌 Meeting Summary:

In this meeting we presented the web page to the customer, we showed him the functionalities and all the options for managing the system, the customer asked some questions about the status of the orders and the implementation of view orders.  
✅ Agreements and Decisions:

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | Agreement or Decision | Responsible | Deadline |
|  |  |  |  |
|  |  |  |  |

📋 Pending Tasks:

|  |  |  |
| --- | --- | --- |
| Task | Assignee | Status |
| Add view orders | Sebastián Lasso | 26/05/2025 |
| Change the greeting to english | Brayan Jacome | 26/05/2025 |
| Add a category CRUD | Sebastián Lasso | 26/05/2025 |

✍️ Additional Notes:

📌 Next Meeting (if applicable): N/A

Estimated Date:

Time:

Topics to be discussed: