

# Sprint 1 - Minutes of Meeting

March 18, 2025

## Meeting Details

- **Meeting Type:** Hybrid (Online + In-person)
- **Location:** Google Office Meeting Room

## Attendees

Name	Role
Ameer Hamza	Project Manager
Noor Fatima	Scrum Master
Muhammad Zubair	Frontend Developer
Abeer Fatima	Lean Master

Table 1: Meeting Attendees

## Agenda

- Project Overview
- Registration Process (Chef, Delivery, Customer)
- Profile Management System
- Chef Dashboard Development
- Database Setup and Optimization
- UI/UX Design of Main Pages
- Marketing Strategy Discussion
- Next Steps and Assignments

## Discussion Points

- The registration process for chefs, delivery personnel, and customers was implemented and tested for usability.
- The profile management system was reviewed, and enhancements were suggested for better user experience.
- The chef dashboard's initial version was demonstrated, and necessary modifications were identified.
- Database schema was finalized and optimized for efficient data retrieval and management.
- UI/UX designs for the main pages were reviewed, with minor improvements suggested.
- Marketing strategies, including social media campaigns and promotional offers, were discussed.
- Next steps were outlined for further improvements and finalization of pending tasks.

## Task Completion and Time Taken

Task	Assigned To	Time Taken
Registration process implementation	Hamza & Zubair	8 hours
Profile management system	Ameer Hamza	6 hours
Chef dashboard Frontend development	Zubair	5 hours spent
Database setup	Abeer Fatima	2 hours
UI/UX design of main pages	Noor Fatima	5 hours
Marketing strategy planning	Abeer Fatima	Ongoing

Table 2: Task Completion and Time Taken