

## Meeting 1: Project Kick-off and Detailed Task Allocation

Date:

Time:

Location:

Meeting called by: Hassan and Danial

Facilitator: Hassan

Note Taker: Mohammed

Timekeeper: Mohammed

Attendees: Hassan, Mohammed, Danial, Emmanuel, Julius, Chris, Iqra

### Agenda:

1. Project Overview and Objectives - Presenter: Hassan
  - Discuss the overall scope and deliverables for Parts A and B.
2. Task Allocation and Initial Coding Responsibilities - Presenter: Danial
  - Breakdown of detailed tasks for each team member across Parts A and B.

### Action Items:

- Mohammed and Danial: Begin coding for Admin Pages with focus on Dashboard and Report Section functionalities.
- Hassan, Chris, and Julius\*\*: Initiate frontend setup for Staff Pages starting with Login and Register functionalities.
- Emmanuel and Iqra: Start on Client Pages, prioritizing Website Structure and Profile Page.

### Decisions:

- Confirmed detailed task assignments with specific deliverables and deadlines.

- Scheduled regular update meetings to monitor progress and adapt plans as necessary.

#### Notes and Individual Progress:

- Mohammed: Expressed confidence in handling the front-end JavaScript challenges for Admin Pages.
- Danial: Noted the need for additional resources on backend security features.
- Hassan: Committed to providing ongoing leadership and support for the Staff Pages team.
- Chris: Suggested using a new framework for the Staff Pages to enhance user interaction.
- Julius: Raised concerns about tight deadlines, requested a review in the next meeting.
- Emmanuel: Highlighted the importance of responsive design for Client Pages.
- Iqra: Proposed a schedule for regular documentation updates to track changes effectively.

#### Summary:

The meeting set a clear roadmap for the project with tasks distributed according to each team member's strengths. Ensured all team members were aligned on expectations and deadlines.

## Meeting 2: Progress Review and Strategic Task Realignment

Date:

Time:

Location:

Meeting called by: Hassan and Danial

Facilitator: Hassan

Note Taker: Mohammed

Timekeeper: Mohammed

Attendees: Hassan, Mohammed, Danial, Emmanuel, Julius, Chris, Iqra

Agenda:

1. Task Progress Update - Presenter: Chris

- Review of each team member's progress on assigned tasks.

2. Task Realignment Based on Current Status - Presenter: Emmanuel

- Reallocation of tasks where necessary to ensure project remains on schedule.

Action Items:

- Julius and Chris : Address the noted challenges with the Staff Pages, particularly integrating the new framework.
- \*\*Iqra and Emmanuel\*\*: Increase focus on enhancing the Client Pages shopping experience.

Decisions:

- Approved task realignment to better leverage team strengths.
- Established a new deadline for critical deliverables impacted by the realignment.

### Notes and Individual Progress:

- Mohammed: Reported successful implementation of advanced features in the Admin Dashboard.
- Danial: Highlighted backend stability improvements but noted potential delays due to unforeseen technical issues.
- Hassan: Acknowledged the need for more frequent check-ins with the Staff Pages team.
- Chris: Provided an update on integrating the new framework, discussed initial hurdles.
- Julius: Expressed satisfaction with the new task alignment, confident about meeting revised deadlines.
- Emmanuel: Noted the positive feedback from initial testing on Client Pages.
- Iqra: Updated on the progress of documentation, emphasized the need for detailed client interaction logs.

### Summary:

The meeting successfully addressed challenges by reallocating tasks, ensuring the project remains on track for the next phase.

### Meeting 3: Pre-Client Review and Final Adjustments

Date:

Time:

Location:

Meeting called by: Hassan and Danial

Facilitator: Hassan

Note Taker: Mohammed

Timekeeper: Mohammed

Attendees: Hassan, Mohammed, Danial, Emmanuel, Julius, Chris, Iqra

Agenda:

1. Final Review of Part A Documentation and Part B Development

- Presenter: Danial
- Ensure all documentation and development align with client expectations and project specifications.

2. \*\*Preparation for Client Feedback\*\* - \*\*Presenter: Emmanuel\*\*

- Discuss strategies for presenting the project to the client and gathering feedback efficiently.

Action Items:

- Mohammed and Danial: Complete any last-minute fixes to the Admin Pages based on the final review.
- Hassan, Chris, and Julius: Ensure all Staff Pages are polished and test all functionalities.

Decisions:

- Finalized preparations for client review, ensuring all project parts are complete and meet the quality standards.
- Scheduled a post-client feedback meeting to discuss and implement feedback efficiently.

Notes and Individual Progress:

- Mohammed: Highlighted the completion of dynamic features on the Admin Dashboard.
- Danial: Confirmed all backend processes are optimized for performance.

- Hassan: Reviewed leadership activities, ensuring team morale is high and tasks are on track.
- Chris: Demonstrated the new interactive features on the Staff Profile Page.
- Julius: Discussed the integration of real-time data handling on Staff Pages.
- Emmanuel: Prepared a presentation strategy for the Client Pages to showcase during the client review.
- Iqra: Finalized the comprehensive project documentation, ensuring all changes and updates are logged.

#### Summary:

This meeting ensured that all project components were reviewed and refined in preparation for client feedback. The team is well-prepared and confident in the project's progress and quality.

#### Meeting 4: Post-Client Feedback Implementation

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Meeting called by: Hassan and Danial

Facilitator: Hassan

Note Taker: Mohammed

Timekeeper: Mohammed

Attendees: Hassan, Mohammed, Danial, Emmanuel, Julius, Chris, Iqra

## Agenda:

### 1. Review of Client Feedback - Presenter: Hassan

- Detailed discussion on the feedback received from the client, focusing on areas for improvement.

### 2. Implementation Plan for Feedback - Presenter: Mohammed

- Outline specific tasks and timelines for incorporating client feedback into the project.

## Action Items:

- Danial and Mohammed: Address technical feedback for backend optimizations on Admin Pages.
- Chris, Julius, and Hassan: Implement user experience enhancements on Staff Pages as suggested by the client.

## Decisions:

- Approved specific changes based on client feedback and set realistic timelines for implementation.
- Planned an internal review to ensure all feedback has been incorporated before the final presentation to the client.

## Notes and Individual Progress:

- Mohammed: Acknowledged the need for additional security features on Admin Pages.
- Danial: Planned backend updates to enhance system responsiveness.
- Hassan: Coordinated the efforts to refine the Staff Pages based on client interactions.
- Chris: Initiated redesigns to improve navigation on Staff Pages.
- Julius: Focused on optimizing the data handling features as per client suggestions.

- Emmanuel: Reviewed the client's comments on Client Pages to better align with user expectations.
- Iqra: Updated the project documentation to reflect all feedback and corresponding changes.

#### Summary:

Focused on the systematic incorporation of client feedback into the project, with clear action items and responsibilities assigned to ensure improvements are made effectively and efficiently.

#### Meeting 5: Final Review and Project Closure

Date:

Time:

Location:

Meeting called by: Hassan and Danial

Facilitator: Hassan

Note Taker: Mohammed

Timekeeper: Mohammed

Attendees: Hassan, Mohammed, Danial, Emmanuel, Julius, Chris, Iqra

#### Agenda:

##### 1. Final Project Review - Presenter: Danial

- Ensure all parts of the project are complete and up to standard, ready for final submission.



## 2. Project Closure Report - Presenter: Hassan

- Discuss the project's achievements, challenges, and learnings.

### Action Items:

- All team members: Complete any remaining tasks and finalize all project components for submission.
- Iqra: Prepare the final project report and ensure all documentation is complete.

### Decisions:

- Confirmed the project is ready for final submission.
- Scheduled a celebration for the project completion and discussed potential future projects.

### Notes and Individual Progress:

- Mohammed: Completed all security implementations on Admin Pages.
- Danial: Ensured backend stability and performance for high traffic.
- Hassan: Led the final revisions on Staff Pages, ensuring all feedback was implemented.
- Chris: Polished all interactive elements, ensuring a seamless user experience.
- Julius: Ensured all real-time functionalities were bug-free and optimized.
- Emmanuel: Finalized all Client Pages, ensuring they are responsive and user-friendly.
- Iqra: Compiled the comprehensive final report, documenting every phase of the project.

### Summary:

The meeting marked the successful closure of the project with all objectives met and the team ready for submission. The project's goals were achieved, and the team is prepared for future opportunities.

