

Action Points from Meeting Transcript:

For the Development Team:

1. ****Update Milestone Schedule:**** Revise the milestone schedule to reflect a consistent timeline of 12-16 weeks. Remove discrepancies between the individual milestone durations (currently totaling 20 weeks) and the overall project timeline. Update both the main schedule table and the summary timeline table (or remove the redundant summary table). This updated schedule should be clearly defined and consistent throughout the document.
2. ****Develop ERDs and Database Schema:**** Create and share Entity-Relationship Diagrams (ERDs) and the database schema. This is crucial for proceeding with API and other development aspects. The ERDs should be shared upon project kickoff.
3. ****Provide Architectural Diagrams:**** Prepare and share a document illustrating the application's architecture, including how the app communicates with the API server. This should be shared after project kickoff.
4. ****Prepare Test Cases:**** Write comprehensive test cases for each milestone **before** development begins on that milestone. Consider creating a separate document for test cases rather than including them within the main agreement document.
5. ****Version Control of Agreement Document:**** Implement a version control system for the agreement document. Add a versioning table (ideally at the top) to track changes and approvals. Each version should be signed off by both parties.
6. ****Conduct Kickoff Meeting:**** Schedule and conduct a kickoff meeting (suggested: Monday or early in the week). Ensure S& attends this meeting.
7. ****Parallel Development:**** Begin development on the admin panel and mobile application screens **concurrently**, not waiting for API completion for each.

****For the Client:****

1. ****Review and Approve Updated Agreement:**** Review and approve the updated agreement document, incorporating the revised milestone schedule and version control table.
2. ****Clarify Desired Launch Date:**** Communicate whether a 12-16 week timeline is acceptable or if there's a strong preference for a June launch (impacting the overall schedule).
3. ****Review ERDs and Architectural Diagrams:**** Review the provided ERDs and architectural diagrams upon their submission.
4. ****Review Test Cases:**** Review the test cases provided before development starts on the relevant milestones.
5. ****Process Payments:**** Understand the payment structure outlined in the contract, potentially requiring payment releases upon milestone completion.

****General:****

1. ****Communication:**** Maintain clear and consistent communication between the development team and the client throughout the project. Address any questions or concerns promptly.

This detailed breakdown ensures all aspects of the meeting discussion are captured as actionable items. The focus is on achieving alignment on the project schedule and ensuring clear expectations for both parties.