

****Action Items:****

*** **Ahmed (Developer):****

* Update the milestone schedule in the shared document to reflect a consistent 12-16 week timeframe. Remove the conflicting 20-week timeline and ensure all individual milestone durations add up to the total project time. Remove the redundant "Summary of Summary Timeline" section. Add a versioning table to the document, including version numbers and sign-off sections for both parties. Add a section detailing the database schema, architecture diagrams showing how all components connect, and a list of any additional diagrams needed (flowcharts, etc.). Include a section specifically for test cases, potentially as a separate document. Provide the updated document to the client. Identify and confirm the tech lead for the project. Share details about the kickoff meeting and confirm a start date (Monday is suggested). Take care of Upwork site details.

*** **Client:****

* Review the updated agreement with the corrected milestone schedule. Confirm the preferred timeframe (12-16 weeks) and the implications for payment release. Review and sign-off on each version of the updated document. Confirm understanding of parallel development approach (Admin panel, mobile app, API working concurrently). Confirm the client's availability for the kickoff meeting.

*** **Both Parties:****

* Schedule and conduct a kickoff meeting (suggested start date: Monday). Agree on a final version of the agreement.

****Specific Details Addressed:****

* ****Timeline Discrepancy:**** The primary issue was the inconsistency between the overall project timeline (initially 20 weeks, then revised to 12-16 weeks) and the sum of individual milestone durations. Ahmed will resolve this discrepancy.

* ****Parallel Development:**** The client and Ahmed agreed on a parallel development approach, with different aspects of the project (Admin panel, mobile app, API) proceeding concurrently.

* ****ERD and Diagrams:**** Ahmed will provide ERDs (Entity-Relationship Diagrams), database schema details, and architecture diagrams. The need for additional diagrams (flowcharts, etc.) was

discussed.

* **Test Cases:** Ahmed will provide test cases, potentially as a separate document.

* **Version Control:** A versioning table will be added to the document to track changes and ensure both parties approve each version.

* **Kickoff Meeting:** A kickoff meeting will be scheduled to initiate the project.

* **Agreement Review:** The client will review and approve the updated agreement.

This detailed breakdown ensures all action items from the meeting are captured, addressing the specific concerns raised regarding timelines, parallel development, documentation, and communication.