Project Action Points

* 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.