Team Meeting Log4 – 29/09/2025

# Meeting 1

Date: 29/09/2025 Monday

Time: 12:28 to 13:00

Attendees: ALL - Shalini, Huda, Hina, Priyanka, Karan

Place/Platform: WhatsApp

Duration: 32minutes

## Discussion

•Agreement that low-fidelity and wireframes must be finalized before moving to medium-fidelity to avoid rework.

## Research/Decisions Needed to be Made

•Decide the set of screens for low fidelity prototype and wireframes •Identify sources for metrics for safety scoring validation. Mixed-method evaluation (quantitative vs qualitative). How other navigation/safety apps were assessed.

## Tasks Assigned

• Hina – Jira management, Low-fidelity, Wireframes •Priyanka – Medium-fidelity, Presentation slides, Research academic papers on data evaluation

## Next Meeting

Date & Time: Monday evening

# Meeting 2 (Scheduled Call till December)

Date: 29/09/2025 Monday

Time: 20:20 to 21:00

Attendees: ALL - Shalini, Huda, Hina, Priyanka, Karan

Place/Platform: Microsoft Teams

Duration: 40minutes

## Discussion

• Need to create representative personas for different user groups. •Requirement specifications should align with use cases and MVP features already defined. •User stories should be written in a consistent format and mapped to requirements.

## Research/Decisions Needed to be Made

• Decide GitHub branch naming conventions and pull request workflow.

## Tasks Assigned

• Huda – Personas, Requirement specifications, Manage videos •Shalini – ReadMe, Daily meeting logs, User stories •Karan – Jira, GitHub management, Research academic papers on data evaluation

## Next Meeting

Date & Time: Tuesday afternoon