Team Meeting Log7 – 02/10/2025

# Meeting 1

Date: 02/10/2025 Thursday

Time: 08:27 to 09:02

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

Place/Platform: WhatsApp

Duration: 35minutes

## Discussion

• Aligned on final plan for tomorrow’s in-class presentation: confirmed presenter roles and exact timing.

## Research/Decisions Needed to be Made

• Lock the final slide order: Intro → Leadership Overview → Requirements → Personas → Key User Groups → User Stories → Low‑Fi → Wireframes → Medium-Fi → Q&A. • Create scripts for assigned slides and rehearse independently.

## Tasks Assigned

• Karan – introduction, leadership overview • Huda – requirement specifications, personas • Shalini – key user groups, user stories • Hina – low fidelity, wireframes • Priyanka – medium fidelity, Q&A

## Next Meeting

Date & Time: Thursday evening

# Meeting 2 (Scheduled Call till December)

Date: 02/10/2025 Thursday

Time: 20:00 to 20:47

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

Place/Platform: Microsoft Teams

Duration: 47minutes

## Discussion

• Noted that one member will not be available to present. • Agreed and decided re-allocation of slides across replacement presenters to cover this gap and keep the flow consistent. • Rehearsed transitions as a group to ensure the revised presentation still feels smooth.

## Research/Decisions Needed to be Made

• Ensure that slide transitions do not feel abrupt with the reallocation. • Reconfirm Q&A responsibilities to balance content knowledge among available presenters.

## Tasks Assigned

• Karan – Will now present introduction, leadership overview, low-fidelity slides. • Shalini – Will now present user groups, user stories, wireframes slides. • Remaining 2 presenters will continue to present their previously agreed slides.

## Next Meeting

Date & Time: Friday morning for final rehearsal in campus before class