**Project Meeting Summary**

***17 July 2025  
Agenda: Initial Project Pitch and Feasibility Review***

* Initial project idea for a **Chat Application** was pitched.
* Unable to effectively justify the need for the application, resulting in the idea being set aside.

***24 July 2025  
Agenda:******LMS Project Kickoff – Business Case and Charter Finalization***

* Initiated work on a new project idea: a **Learning Management System (LMS)**.
* Finalized the **Business Case** and **Project Charter** for the LMS project.

***30 July 2025  
Agenda: Finalization of LMS Project Plan***

* Successfully finalized the **Project Plan** for the LMS.

***31 July 2025  
Agenda: Strategic Shift – Transition from LMS to Local Bazaar App***

* The LMS project was discontinued following a decision to proceed with an **Local Bazaar Application** based on updated requirements and renewed feasibility.

***3 August 2025  
Agenda: Finalization and Approval of Chat App Project Documentation***

* Finalized and documented the following for the updated Chat App:  
  • **Business Case**  
  • **Project Charter**  
  • **Project Plan**
* All documents were formally **approved by Faculty Lead, Ms. Maryam Feroze**.

***6 August 2025  
Agenda: Scope Revision, Success Criteria Alignment, and Centralized Documentation***

* Revised and updated the **Scope** of the Project Plan.
* Defined and updated **Success Criteria** to align with new project goals.
* Created a **centralized project repository** to manage and maintain all documentation efficiently.

***13 August 2025  
Agenda: Finalization of Scope Management Plan and Scope Statement***

* The Scope Management Plan was finalized, clearly defining how scope changes will be monitored and controlled.
* A detailed Scope Statement was prepared, outlining project objectives, deliverables, exclusions, and constraints.
* The team agreed on boundaries to prevent scope creep and unnecessary feature additions.
* Faculty Lead endorsed the clarity of the scope, noting that it aligns well with project goals and available resources.

***20th August 2025  
Agenda: Development and Validation of Work Breakdown Structure (WBS)***

* The project was decomposed into manageable work packages through a hierarchical Work Breakdown Structure.
* Responsibilities for each task were assigned to specific team members, ensuring accountability.
* Dependencies between tasks were identified, improving the accuracy of project scheduling.
* The WBS was reviewed collectively and validated as a reliable framework for tracking progress.

***27 August 2025  
Agenda: Design and Finalization of User Flow for Application***

* A complete User Flow was designed to map the end-to-end experience of the application’s users.
* The flow provided clarity on navigation paths, from onboarding to completing key actions within the app.
* Feedback highlighted that the flow minimizes complexity and keeps the user journey intuitive.
* The finalized User Flow will now serve as a reference point for both design and development teams.

***3 September 2025  
Agenda: Functional Requirements Analysis and Function Point Estimation***

* Functional requirements of the application were broken down into measurable components (inputs, outputs, inquiries, internal files, and external interfaces).
* Each function was assigned a complexity rating (simple, average, complex) to quantify effort more realistically.
* Total Function Points were calculated, giving a structured metric for project size and complexity.
* This exercise clarified which features are critical (core user flows, data handling) versus nice-to-have enhancements.
* Agreement was reached to prioritize high-value functional points for the first release.

***10 September 2025  
Agenda: Effort Estimation Using COCOMO Model and Project Plan Update***

* Using the COCOMO model, development effort was estimated in terms of person-months, factoring in project size and complexity derived from function points.
* Estimates covered key stages: design, coding, integration, and testing.
* Risks related to underestimation were discussed, and buffers were added for unexpected delays.
* Based on the COCOMO outcomes, the Project Plan was updated with revised timelines, milestones, and resource allocation.

***17 September 2025  
Agenda: Planning Implementation of Location Services and Multilingual Support***

* figure out how we're going to add location service to the app, both frontend and backend.
* figure out how we can change the language of the entire app
* data for languages to show on dropdowns

***24 September 2025  
Agenda: Firebase Integration Planning, Network Diagram Development, and WBS Review***

* we planned on how are we going to integrate chat app with firebase.
* Started working on creating network diagram to identify critical path.
* Found some errors in WBS so we planned on it how to fix that

***1st October 2025  
Agenda: Risk Identification, Categorization, and Initial Risk Ranking***

* Each potential risk must be clearly named and described in a single line.
* Purpose: To maintain a concise and uniform documentation format for all identified risks.
* Developed a categorized table listing different types of risks relevant to the process.
* Each of the 5 team members independently ranked the risks based on Likelihood and Impact.
* The average score from all members was calculated.
* A risk level (High / Low) was assigned to each risk based on the average score.

***8th October 2025  
Agenda: Risk Review and Mitigation Strategy Discussion***

* For each High-priority risk, the team discussed drafting a specific mitigation plan, including preventive measures.
* The team reviewed each risk based on the average likelihood and impact ratings.