**Project Meeting Summary**

**17 July 2025**

* 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**

* 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**

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

**31 July 2025**

* 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**

* 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**

* 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**

* 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.

**20 August 2025**

* 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**

* 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**

* 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**

* Using the COCOMO model, development effort was estimated in terms of person-months, factoring in project size and complexity derived from function points.
* Based on the COCOMO outcomes, the Project Plan was updated.

**17 September 2025**

* 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 (languages within Pakistan)