Meeting Report 6

Team Name: Group 3

Date: 12/10/2024

Duration: 1hr

Location: Zoom

Participants:

- Mahaba
- Sama
- Shahad

Meeting Updates:

Shahad:

- Revised homepage wireframes based on feedback, further improving user flow and visual hierarchy.
- Incorporated new elements to enhance user engagement based on stakeholder suggestions.
- Shared the updated designs with the team for a final review before implementation.

Mahaba:

- Refined the HTML structure and adjusted CSS to match the latest wireframe updates.
- Ensured the layout remains fully responsive across multiple devices and screen sizes.
- Next Steps: Finalize HTML/CSS integration and begin functional testing.

Sama:

- Updated the user requirements document to include recent modifications based on design changes.
- Managed collaborative tools (GitHub, Google Drive) to maintain smooth version control and communication.
- Verified all team members have access to the updated links and confirmed collaboration functionalities are operating as expected.

Discussions, Decisions, and Motives:

Wireframe Review:

- Shahad presented the revised homepage wireframes, incorporating recent feedback.
- Decision: Approved. The updates have successfully improved user flow and visual hierarchy, aligning with team goals for better user experience.

HTML and CSS Development:

- Mahaba presented the current state of the HTML structure along with integrated CSS, now aligned with the new wireframe design.
- Decision: Proceed with final adjustments to ensure full functionality. The team will start preparing for comprehensive testing across multiple devices, focusing on responsiveness and cross-browser compatibility.

Documentation and Collaboration:

- The user requirements document has been updated to reflect all recent changes in design and functionality.
- Emphasis: Regular updates and maintenance of collaborative tools like GitHub and Google Drive remain critical for the team's cohesion and to ensure all resources are up-to-date and accessible.

Next Step

Shahad:

- Distribute final approved wireframes to the team, including any supplementary documents required for the next phase.

Mahaba:

- Complete HTML and CSS development, ensuring the homepage is fully prepped for device compatibility testing.

Sama:

- Maintain oversight of collaboration tools and keep documentation current to reflect ongoing changes.

Next Meeting:

Review Final Wireframes:

- Shahad to present any additional changes or documentation related to the wireframes.

HTML and CSS Progress:

- Mahaba to provide a status update on the finalization of HTML and CSS.
- Discuss testing timeline and feedback from device compatibility tests.

Documentation and Collaboration:

- Sama to confirm the latest updates in the user requirements document and collaboration tools.
- Review team alignment and any collaboration issues that need addressing.

Testing Preparations:

- Plan for testing the homepage across devices.
- Identify any potential challenges and assign responsibilities.