Meeting (2)

Team Name: Group 3

Date: September 14, 2024

Duration: 1 hour

Location: Zoom

Participation:

1. Shahad

2. Mahaba

3. Sama

Takeaways:

1. Shahad: By the next meeting, confirm which design tool will be utilised in the end—Adobe XD or Figma—and begin working on wireframes for the homepage layout.

2. Mahabha: Share a prototype with the team and start working on the website's structure, concentrating on the layout that was discussed for the homepage.

3. Sama: ensure that the team's collaboration space is functional and organize all user requirements into a documented list.

Discussions, Decisions, and Motives:

• Design Tool: In his presentation, Shahad evaluated Figma and Adobe XD. Following thorough consideration, the team chose to move forward with Figma because of its cloud-based features, ease of use, and collaborative capabilities.

• Reasoning: Figma makes it possible for several team members to collaborate effectively by allowing them to work on the design at the same time.

• Website Structure: After reviewing the homepage layout, the team confirmed that the project summary, menu navigation, and team bio were all there. As previously mentioned, each team member's page will also have a bio and a part where they may download their resume.

• Reasoning: The structure guarantees simple navigation and rapid access to team information, achieving the project's individual and group goals.

• collaboration Tools: Sama confirmed that the main platforms for updates and interaction will still be GitHub, Google Drive, Zoom, and WhatsApp.

• Reasoning: So far, the team's workflow has found these technologies to be dependable and practical.

Next Steps:

• Shahad: Use Figma to start creating wireframes for the homepage layout, and present them to the team by the following meeting.

• Mahabha: Using Shahad's wireframes as a guide, begin creating the HTML framework for the homepage.

• Sama: Complete and distribute the combined user requirements and needs for team evaluation; In addition, make sure GitHub and Google Drive are completely set up for code collaboration and document sharing.