**Team Name:** Group 3  
**Date:** September 28, 2024  
**Duration:** 1 hour  
**Location:** Zoom

### Participants:

* Shahad
* Mahaba
* Sama

### Meeting Updates (Report 4):

**Shahad:**

* Revised wireframes for the homepage layout based on team feedback.
* Key changes made to improve user flow and visual hierarchy.
* Shared updated wireframes with the team for final review.

**Mahaba:**

* Continued refining the HTML framework for the homepage.
* Integrated CSS styles to align with the updated wireframe design.
* Created a responsive layout to ensure compatibility across devices.
* **Next Steps:** Finalize the HTML and CSS integration and prepare for testing.

**Sama:**

* Updated the user requirements document to reflect any changes discussed in previous meetings.
* Monitored collaborative efforts on GitHub and Google Drive to ensure effective usage.
* Shared an updated link for the collaboration space, confirming all functionalities are working.

### Discussions, Decisions, and Motives:

**Wireframe Review:**

* Reviewed the revised wireframes presented by Shahad.
* **Decision:** Approved the updated wireframes, confirming they meet the user flow and visual hierarchy improvements.

**HTML and CSS Development:**

* Mahaba demonstrated the latest version of the HTML structure with integrated CSS.
* **Decision:** Proceed with final adjustments and prepare the homepage for testing. Team will test on different devices to ensure responsiveness.

**Documentation and Collaboration:**

* Confirmed the user requirements document is now comprehensive and serves as a valuable reference.
* Discussed the importance of regular updates in the collaboration tools to maintain alignment among team members.

### Next Steps:

* **Shahad:** Share the final wireframe approval with the team and any additional documentation if necessary.
* **Mahaba:** Finalize the HTML and CSS, then prepare the homepage for testing.
* **Sama:** Continue monitoring collaboration tools and ensure documentation remains up-to-date.

**Next Meeting:** [Next week]  
**Action Items:**

1. Shahad: Distribute final wireframe approval.
2. Mahaba: Complete HTML/CSS integration and prepare for testing.
3. Sama: Keep documentation updated and facilitate team collaboration.