

Meeting Minutes

November 29, 2023

DigitalWay

Agenda	Attendees
Presentation of Website Progress	Clients: Fernanda Llussa, Aneesh Zutshi
Client Feedback and Suggestions	Digital Way Team Members: Pedro Pereira, Miguel Estêvão, Thiago Sakamoto, Ruben Rodrigues
Agreement on Implementation Priorities	
Additional Feature: Picture Implementation	

Meeting Minutes

Presentation of Website Progress:

- The team from DigitalWay presented the current state of the project to clients Aneesh and Fernanda Llussa.
- Clients expressed satisfaction with the progress made on the website.

Client Feedback and Suggestions:

- **Suggestion 1:** Clients suggested incorporating useful statistical information in the posts, such as the total number of users who voted.
- **Suggestion 2:** Consideration for adding background music and/or sound effects to enhance the user experience.
- **Suggestion 3:** Proposals to hide the vote score of posts until a later moment, aiming to create anticipation and excitement among users. A regular update schedule of 3/4 days for revealing post vote scores was suggested.

Agreement on Implementation Priorities:

- Both parties agreed to consider the suggestions and potentially implement them if time allows. However, the primary focus remains on implementing fundamental features for the proper functioning of the platform.

Additional Feature: Picture Implementation:

- The team introduced an extra feature, the implementation of pictures in posts.
- Clients, Aneesh and Fernanda Llussa, expressed satisfaction with the results of this additional feature.

Action Items:

- DigitalWay team will review and consider the client suggestions for statistical information, background music/sound effects, and the delayed reveal of post vote scores.
- The development team will prioritize the implementation of fundamental features while exploring the feasibility of incorporating client suggestions.
- Continuous updates will be provided to clients regarding the project's progress.

Final Reminders

At the culmination of the meeting, the client, Mrs. Fernanda Llussa, and the Digital Way team members in attendance, Pedro Pereira, Miguel Estevão, Thiago Sakamoto, and Ruben Rodrigues, reached a consensus. They collectively affirmed that the discussed functional requirements and project scope align harmoniously with their expectations and project needs.

The next meeting will be scheduled for December 13th where significant progress is expected to be made on the agreed-upon features. Clients will be notified in advance.

Project manager signature:

Client signature: