YOUR PAL IN GIT

MEETING 3	
Date	27th August 2018
Time	9.00 a.m. to 12.30 p.m.
Place	School Main hall
Topic	**Designing**

MINUTES

ATTENDEES

- ❖ Ms. Ellen Watson – Client
- ❖ Mr. Sadeesha Jayaweera – Project Manager
- ❖ Mr. Bryan Ferdinendz – Team Member
- ❖ Mr. Jhonethon Misso – Team Member

ABSENTEES

- ❖ Mr. Steve Jhonson – Head of Advanced Level Section (Sectional Head)

ITEMS

1. **Signing In**

   Before Commencing the Meeting everyone signed and Mr. Steve Jhonson's absence was announced.

2. **Minutes of the last Meeting**

   Mr. Sadeesha Jayaweera started off by reading out the minutes of meeting of 16th August 2018

3. Presentation of the Initial Designs

The initial designs were presented to the audience by Mr. Bryan Ferdinendz. In the process of his presentation he clearly explained all the designs that they had thought of for as far as couple of days. Then pros and cons of each design were clarified by Mr. Jhonothon Misso. The text and background colour, font style and font size, overall theme and layout were discussed during the meeting. They discussed that the opening of the multimedia product ought to be eye catching and the layout colour should be changed since it is not attractive. Thereby Mr. Bryan Adams and Mr. Jhonathon Misso additionally clarified that couple of animations and other multimedia components would be expected to make the eBook easy-to-understand and to make it attractive.

4. Client's Address

Ms. Ellen Watson shared her ideas with the rest of the team members. She praised Mr. Bryan Ferdinendz and Mr. Jhonethon Misso for their untiring efforts, towards the presentation. One of the main consideration infuencing the project was, designs yet we ought to gurantee ease of use and interactiveness", She said. 3rd September 2018 was scheduled as the date of the next meeting by her.

5. Evaluation of Project Progress

The progress of this project was presented by Mr. Sadeesha Jayaweera. The Gantts charts were shown by him and later he assesseed them. He clarified that the initial designs should be finished by 17th September 2018, which was within the assessed time period. He at that point reference that the initial prototyple will start to be created on the 18th September 2018

6. Adjournment

The meeting adjourned at 12.35 p.m.