

MoM

Date: 19-2-25

Time: 3:30 PM

Attendees: Siddharth, Nilanjana, Vanshika, Aviral

Meeting Platform: Physical

Agenda:

1. Website Design Feedback
2. Improvements & Next Steps

Discussion Points:

1. Website Layout & Navigation

- The current Offices page is not intuitive and causes confusion for users.
- The Offices section should be prominently displayed on the main page for better visibility.
- The client emphasised the need for greater visibility and improved accessibility in the current design.

2. Simplified User Experience

- The website should maintain a simple and clean layout, avoiding excessive navigation through multiple pages.
- Most key sections should be available on the main page as a scrollable interface, ensuring easy access to critical information.

3. Design Documentation & Estimations

- A comprehensive design document should be prepared, detailing the structure and layout of each page.
- This document will help in accurate estimation of website design efforts and align expectations before implementation.
- The design document should be submitted for review before the next meeting to gather feedback and finalise the direction.