

## **First meeting:**

Monday January 27, 2025

### **Attendance:**

- Shaheryar Anwar
- Yakin Succès
- Urmica Alaina Chodavarapu

### **Decisions:**

Splitting the work for deliverable 01

Dividing the deliverable 01 contents among us

Shaheryar Anwar:

- Back-end
- Team journal
- Executive Overview
- Client
- Project professional

Urmica Alaina Chodavarapu:

- Front-end
- Repositories
- Communication Strategy
- Team organization
- Project professional

Yakin Succès:

- Database
- Project plan
- Agenda

### **Work done:**

Before the meeting:

we were tasked to find potential clients and contact them.

During the second meeting:

The team divided the work based on each person's skills to ensure the project progresses smoothly. Shaheryar Anwar, informed the team that he would visit the Cosmix store in person since he had not received a response to his email. Additionally, he found another potential client and plan to visit them in person to discuss the possibility of their involvement. We also decided to meet weekly on Thursdays from 10:00 to 11:30 in the computer lab to ensure everyone stays on track.

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## **Second meeting:**

Thursday January 30, 2025

### **Attendance:**

- Shaheryar Anwar
- Yakin Succès
- Urmica Alaina Chodavarapu

### **Decision:**

After contacting around five new potential clients, we've decided that if we don't receive a reply from them by Monday morning, we'll visit these places in person to follow up.

### **During the meeting:**

I (Shaheryar Anwar) informed the team that the Cosmix team was not interested in building a website. I also shared that I had contacted 2 different places and was awaiting their responses. Alaina and Yakin helped find three additional potential clients, and they each reached out to different ones. The meeting was bit short because we had no new announcement and were still actively either looking for a potential client or waiting for a reply.

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## **Third meeting:**

Friday January 31, 2025

Attendance:

- Shaheryar Anwar
- Yakin Succès
- Urmica Alaina Chodavarapu

#### Decisions:

Both Shaheryar Anwar and Urmica Alaina Chodavarapu have decided to be the minute takers for the rest of the semester. As a team, we decided not to have a fixed emergency meeting date. Instead, if there's an important announcement to be made, we'll share it in the Instagram group chat. This way, instead of waiting to announce it during our next meeting, we can save time and share it before.

#### During the meeting:

Shaheryar announced the team that Afroditi agreed on becoming the client and that he'll be meeting with them on Sunday. Alaina also announced that NOUS SOMMES CAFÉ contacted us back letting us know that they don't mind us building a website for them.