**MEETING REPORT**

**Date of Meeting:** 20/02/2025

**Start Time:** 15:00 **End Time:** 16:30 **Meeting Location:** Zoom Call

**Moderator:** V Sai Sruthi Reddy **Recorder:** Velmula Premchander Reddy

**Members Present:** Bommagani Sai Teja Goud, V Sai Sruthi Reddy, Velmula Premchander Reddy

**Members Absent:** None

**Topics Discussed / Agenda:**

1. Review of Software Requirement Specification (SRS)
2. Finalization of UI/UX Wireframes
3. Discussion on System Architecture & Database Design
4. Project Timeline Confirmation

**Meeting Summary**

**1. Review of Software Requirement Specification (SRS)**

* The team presented the finalized SRS document with minor modifications based on the client’s feedback from the first meeting.
* The client approved the SRS with no further changes.

**2. Finalization of UI/UX Wireframes**

* The team showcased updated wireframes for the Room Booking System, Payment Page, and Dashboard.
* The client suggested a minor change in button placements for better navigation, which was agreed upon.
* The UI/UX designs were approved for development.

**3. Discussion on System Architecture & Database Design**

* The development team explained the chosen architecture and database schema.
* The client was satisfied with the approach and requested data security measures for payment transactions, which the team confirmed would be implemented.

**4. Project Timeline Confirmation**

* The team confirmed the first increment (Room Booking System) will be completed by Week 4.
* The client approved the timeline and emphasized regular updates on progress.
* The next meeting is scheduled for Week 4 to review the first working prototype.

**Conclusion**

* The SRS and UI/UX designs were finalized.
* The development phase has officially started, with a focus on the Room Booking System.

**Time, Place, and Agenda for Next Meeting:**

* 05/03/2025, 15:00-17:00, Zoom Call
* Next Meeting Agenda: Review the first functional prototype of the Room Booking System and gather client feedback.