# Meeting 1 Minutes



## Details:

Location: Online, Via Zoom

Date: Saturday 18/06/2022

Time: 7:30 pm



## Attendees:

Client: Mr. Bashar Francis

Team Members:

1. Ahmad Jabak.
2. Ali Massri.
3. Ali Shamas.



## Agenda Items:

1. Introducing the client and the team members to each other.
2. Obtaining information on the client’s needs and requirements for the project (type of website, theme …)



## Discussions:

During the meeting the team members and the client introduced themselves and directly moved to the main objective of the meeting, which is to create a raffle card website in accordance with the following requirements:

1. The website name and logo are left for development team to decide.
2. The styling and colors are also up to the development team to decide but the client requested simple colors.
3. The main idea for the website is to offer gambling services whose profit will be used to fund charities.
   1. 4 to 5 % of the price of every purchased ticket is collected by the company and the remainder will be distributed 50% for the winner and 50% for charities as donation.
4. The “Home” page will display the available raffles with the following information; name, price, company logo, image, start date and expiry date.
5. The “Contact us” page to let the user communicate with the organization by filling name, phone number, email and message. This information is sent to the client’s email.
6. The “Login” page to allow admin to login by providing username and password.
7. The “Dashboard” page for the admin to create, update and delete a raffle.
8. The target audiences are over 17 years old and interested in both gambling and donation.

10-The expected visitors are between 10 to 50 thousand visitors monthly.



## Action Items:

At the end of the meeting we decided to:

1. Start working on the project based on the assets given by the client.
2. Conduct weekly meetings to discuss the progress.



## Notes:

* Upon the approval of the client, the meeting was recorded for future reference and educational purposes.

