

# Meeting 1 Minutes

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## Details:

Location: Online, Via Zoom

Date: Wednesday 07/09/2022

Time: 1:30 pm

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## Attendees:

Client: Mr. Sam Bshara

Team Members:

1. Ali Ashaal (alizaynashaal@gmail.com)
  2. Ali Massri (alimassry20@gmail.com)
  3. Ali Rachini (alirachini12345@gmail.com)
  4. Sara Nasrallah (sarahnasrallah23@gmail.com)
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## 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 ...)
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## 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 website for site owners to share their own websites as Backlinks to each other:

- 1- The project name is Link Building Software; the logo is left for development team to decide on but the team can proceed with a generic and label-free one.
- 2- The quick overview is a website for site owners to share their websites as Backlinks to increase their own rating.
- 3- The target audience are site owners, website masters and SEO experts.
- 4- Project Scope is as defined in the requirements document.
- 5- The expected number of users is 1000 per year.
- 6- The styling and colors are also up to the development team to decide on but the client requested light colors (ex. White & light blue).
- 7- The API from Ahref will be provided later, but the client informed the team to randomize the DR scale for the time being.
- 8- We agreed on a new scenario with the following steps:
  - The requester sends a request for Backlink and post with filling all the fields(title, URL, link to article) at the same time to the site owner
  - The site owner can either accept, reject, or accept the Backlink with post modifications sent through a comment to the requester
  - The requester will then modify if they accept and send the post back to the site owner to either accept, reject or even ask for post modifications again.
- 9- For the point system, every time a request is approved, the website owner will be granted with points equal to the requested website DR .

- 10- We agreed that when a user is registered and verified, they will be granted 100 points to Backlink their own websites.
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### 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.
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### Notes:

- After the client's consent, the meeting was recorded for future reference and educational purposes.
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