

**Date :** 14 May 2025

**Location :** On Campus

**Time :** 10:00

**Duration :** 15 minutes

### **1 . welcome and introduction**

- Quick introductions

### **2 . setting the deadlines for finalizing the designing phase**

- Discussion about designing the brand book
- Discussion about designing the website

### **3 . planning for starting the coding phase**

- Deciding regarding the programming language
- Planning the start and finish date