

# Project Meeting Notes and Minutes

## Team 24

Date	Discussion Points	Attendees
31 Jan 2025	Initial Planning, Requirement Discussion	Dawood, Hillary, Nizami, Sehan, Kamran
7 Feb 2025	Tech Stack Finalization	All except Ali
14 Feb 2025	UI/UX Prototype Approval	All except Ali
28 Feb 2025	Backend Progress Review	Dawood, Nizami, Hassan, Hillary, Sehan
1 Mar 2025	Frontend & Integration Review	All except Ali
5 Mar 2025	Testing & Deployment Discussion	All except Ali

## Project Meeting Notes

### Meeting on: January 31, 2025

- **Topic:** Initial Planning & Requirements Discussion
- **Attendees:** Dawood, Hillary, Nizami, Sehan, Kamran
- **Summary:**
  - Discussed project scope, main objectives, and deliverables.
  - Defined main features and key requirements.

- Assigned roles and responsibilities to team members.
- Outlined the project timeline and established key milestones.
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## • Meeting on: February 7, 2025

- **Topic:** Tech Stack Finalization
- **Attendees:** Everyone except Ali
- **Summary:**
- Explored different options for frontend and backend technologies.
- Finalized a tech stack focused on performance and scalability.
- Discussed the best database solution and API strategy.
- Agreed on coding standards and version control procedures.
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## • Meeting on: February 14, 2025

- **Topic:** UI/UX Prototype Approval
- **Attendees:** Everyone except Ali
- **Summary:**
- Reviewed UI/UX wireframes and mockups.
- Gathered feedback and refined designs to improve user experience.
- Finalized the design requirements for the next development phase.
- Approved the UI/UX prototype for implementation.

## • Meeting on: February 28, 2025

- **Topic:** Backend Progress Review
- **Attendees:** Dawood, Nizami, Hassan, Hillary, Sehan
- **Summary:**
- Reviewed backend development progress.
- Identified and resolved issues in API development.
- Discussed database integration and performance improvements.
- Outlined action steps for backend completion.

- **Meeting on: March 1, 2025**

- **Topic:** Frontend & Integration Review
- **Attendees:** Everyone except Ali
- **Summary:**
  - Assessed frontend development progress and integration with the backend.
  - Addressed inconsistencies in UI and responsiveness.
  - Ensured API connections were properly established.
  - Planned next steps for feature completion.

- **Meeting on: March 5, 2025**

- **Topic:** Testing & Deployment Discussion
- **Attendees:** Everyone except Ali
- **Summary:**
  - Finalized the testing plan, including unit, integration, and user testing.
  - Established a deployment strategy, covering both staging and production environments.
  - Identified potential risks and mitigation strategies.
  - Defined final testing and release schedules.