Software Mobile App Development Meeting Summary

# Date and Time

Date: February 28, 2025

Time: 10:00 AM – 12:00 PM

Location: Dilexus Infotech Private Limited, 19, Sri Bodhirajarama Road, Divulpitiya, Boralesgamuwa, Sri Lanka

Meeting Facilitator: Chatua Dilan Perera

# Attendees

* Chatua Dilan Perera – Senior Software Architect (Facilitator)
* Tharindu Senanayake – Mobile App Developer
* Sanduni Perera – UI/UX Designer
* Ruwan Jayasena – Project Manager
* Hiruni Fernando – QA Engineer
* Mahesh Wijesinghe – Backend Developer
* Kavindu Alahakoon – Business Analyst
* Sachini de Silva – Marketing Lead

# Meeting Objective

The purpose of this meeting was to discuss the software mobile app development strategy, finalize the project roadmap, and align teams on key milestones for the upcoming release.

# Agenda

* Introduction & Project Overview
* Briefing on the app’s purpose and target audience.
* Summary of previous discussions and pending tasks.

Technical Stack & Development Phases

Review of selected technologies: Flutter for frontend, Firebase for backend, and AI integration for smart features.

Discussion on API development and security measures.

Expected development timeline and phase breakdown.

UI/UX Design Considerations

Presentation of wireframes and design prototypes.

Feedback on user interface consistency and user experience improvements.

Finalization of design guidelines.

Quality Assurance & Testing Plan

Testing strategy: Unit testing, integration testing, and user acceptance testing.

Assigning responsibilities for QA team.

Discussing automation tools for efficiency.

Marketing & Launch Strategy

Branding and positioning in the Sri Lankan market.

Pre-launch marketing campaigns and social media engagement.

Planning beta testing with selected users.

Next Steps & Action Items

Task distribution and setting deadlines.

Scheduling the next follow-up meeting.

# Key Decisions Made

* Confirmed Flutter as the main development framework.
* Approved UI design mockups with minor revisions.
* Decided on a phased testing approach with a beta release in three months.
* Assigned team leads for each development phase.

# Action Items

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| **Task** | **Assigned To** | **Deadline** |
| Finalize API specifications | Mahesh Wijesinghe | March 10, 2025 |
| Complete UI/UX adjustments | Sanduni Perera | March 15, 2025 |
| Begin unit testing | Hiruni Fernando | March 20, 2025 |
| Develop social media marketing plan | Sachini de Silva | March 25, 2025 |
| Set up beta testing group | Kavindu Alahakoon | March 30, 2025 |

# Conclusion

The meeting successfully aligned all teams on the project goals, development timeline, and next steps. The next follow-up meeting is scheduled for March 15, 2025, where we will review progress and resolve any roadblocks.

End of Meeting Summary