**MINUTES OF THE MEETING**

|  |  |
| --- | --- |
| **Meeting** | **Presenting Low-Fidelity Prototype** |
| **Project Title** | **Inbilla Trading E-commerce System** |
| **Members present during the meeting** | **Xeon Bron**  **John Eliezer Cruz**  **Ej Guevara** |
| **Date and time of the meeting** | **December 27,2023**  **1:00 pm – 1:37 pm** |

The meeting on December 27, 2023, was held at Inbilla Trading Store located at 1453J Fajardo St., Sampaloc, Manila. The central focus of the gathering was the presentation of a Low-Fidelity Prototype for a prospective website. With the primary goal of obtaining valuable feedback and suggestions from the beneficiary, the team provided a comprehensive overview of the prototype's key features and design elements. In the context of Inbilla Trading Store, the beneficiary actively engaged in the discussion, ultimately expressing approval for the presented prototype. Notably, the beneficiary emphasized a preference for simplicity and a user-friendly website. This led to a constructive dialogue on incorporating these preferences into the website's design and functionality. The team acknowledged the importance of these insights and outlined the next steps in the project, including refining the prototype to align with the beneficiary's preferences.

A black background with a white line

Description automatically generated with medium confidenceAfter our discussion following the meeting, we decided it's crucial to stay connected and keep everyone informed about the project's progress. So, we've planned to have follow-up meetings in January 2024 to provide regular updates to the beneficiary. These sessions will be instrumental in ensuring that we're heading in the right direction, gathering her feedback, and making any adjustments needed along the way. Importantly, the timing of these meetings will depend on when the beneficiary is available, allowing for a schedule that suits everyone involved.

**Michelle Angeles Satur  
 *Owner***