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📄 Minutes of Meeting (MoM)

Project: E-Commerce Platform

Meeting Title: Frontend UI/UX Alignment Meeting

Date: [Insert Date]

Time: [Insert Time]

Duration: 20 Minutes

Platform: [Zoom / Google Meet / Teams / In-Person]

👥 Attendees:

Keerthana – Team Lead

Kamalesh – UI/UX Developer

Harshini – Responsive Design and Performance Optimization

Abe Varshini – Backend API Integration

🎯 Meeting Objective:

To review the current progress on UI/UX design, finalize the responsive design approach, discuss API integration requirements, and align on front-end best practices and performance optimization techniques for the e-commerce platform.

📋 Agenda:

Welcome and Meeting Objective

UI/UX Design Progress and Clarifications

Responsive Design Plan and Optimization Techniques

API Requirements and Backend Integration Strategy

Design Guidelines, Best Practices, and Performance Tips

📝 Minutes of Meeting Details:

1. ✅ Welcome and Meeting Objective

Keerthana opened the meeting with a brief overview of the current project status and explained that the focus is to bring frontend team efforts into alignment for improved delivery speed and design consistency.

1. 🎨 UI/UX Design Progress and Clarifications

Kamalesh shared that most of the wireframes and mockups are complete, covering homepage, product listings, cart, login, and checkout pages. The client-approved theme is a combination of blue and green with a minimalistic look. A Figma-based component library is being built to ensure UI consistency.

1. 📱 Responsive Design Plan and Optimization Techniques

Harshini discussed the responsive approach, confirming a mobile-first strategy using CSS Flexbox and Grid. She emphasized optimization techniques such as lazy-loading images, responsive breakpoints, font preloading, and minimizing layout shift for performance across different devices.

1. 🔗 API Requirements and Backend Integration Strategy

Abe Varshini requested a list of all input fields and corresponding UI states to align API responses. Kamalesh will provide form validation patterns and UI state documentation. Temporary mock APIs will be used initially to allow frontend progress while backend development continues.

1. 📐 Design Guidelines, Best Practices, and Performance Tips

Keerthana outlined that design should follow accessibility standards, use relative units instead of fixed widths, avoid inline styles, and ensure reusability of UI components. The team was reminded to ensure visual harmony across all screen sizes.

📌 Action Items

Kamalesh will finalize the high-fidelity designs and share the Figma library with the team. He will also prepare validation rules and input field specifications required for API integration.

Harshini will start responsive testing across devices and begin implementing performance best practices discussed during the meeting.

Abe Varshini will create and share mocked backend APIs to help frontend developers begin integration early.

✅ Final Wrap-Up

Keerthana concluded the meeting by appreciating the team’s coordination and clarity in roles. She emphasized the importance of meeting internal deadlines and maintaining UI consistency across pages. The team will reconvene after initial implementation to review progress and provide updates on UI integration and performance metrics.