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| **Task** | **Action** | **Done by :** |
| Assets Management  (Images & Videos) | I shifted all the media file used into one folder to access them all at one place . | Moiz Mahmood Raja |
| Forms Folder containing form pages | As for now we have two forms working in our site and I have made a separate folder named forms , bcz in future we can have many forms so it will be easy to manage. | Moiz Mahmood Raja |
| Removal of Drop Down from the Navbar | MoQaMa had almost 15 lines of code which was for future use if we want to add any drop down menu and it was present on top of each page. So we removed it (8 pages = 15\*8 =>120 lines of code removed) | Khalil ur Rehman |
| Usage of Global Variable | As we are moving forward our line of codes are increasing , so we decided to use global variables so that we don’t have to define it again and again. (Color, Font, Size etc) | Moiz Mahmood Raja |
| Removal of Social Icons from the Navbar | Footer contained 4 social icons like insta , facebook, whatsapp etc. which comprise of almost 12 line of code in each page which was for future use if we want to add links then we can use it and for now it is being commented out(8 pages = 12\*8 =>96 lines of code removed) | Khalil ur Rehman |
| Removal of responsiveness | As our site is locally hosted so it can not be accessed from a mobile phone or a Tab, so there | Khalil ur Rehman |
|  | Is no need for having media queries which handle the responsiveness of the site, this will help us to unload a lot of load from the compiler |  |