

MINUTES OF MEETING (MOM)

Meeting #02

Date & Day: 30th July 2025 , Wednesday

Starting Time: 8:15 PM

End Time: 9:10 PM

Platform: Google Classroom

Attendance: All team members were present

AGENDA:

- Requirements gathering session
 - Define project objectives
 - Assign responsibilities to each member
 - Initial discussion on UI/UX design
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DISCUSSION POINTS:

- 1. Requirements Gathering:**
 - Project goals, expected outcomes, and target audience were discussed.
 - Team identified key features required in the system.
- 2. Defining Objectives:**
 - The team agreed on the overall vision and scope of the project.
 - Clear objectives were outlined to align efforts in the same direction.
- 3. Assignment of Responsibilities:**
 - Each member's role was mapped to project needs.
 - Responsibilities were distributed to ensure coverage of development, testing, deployment, and design.
- 4. UI/UX Discussion:**
 - Mauzam (UI/UX Designer) initiated a discussion on possible layouts and design inspirations.
 - Team agreed that UI/UX mockups would be prepared and shared in Meeting #04.

ACTION ITEMS:

- Business Analyst (Hunain) to document detailed requirements.
 - UI/UX Designer (Mauzam) to start drafting initial design concepts.
 - Developer and Project Manager (Shaheer) to define technical feasibility of discussed features.
 - QA Tester (Hamza) to prepare a checklist for testing requirements.
 - All members to contribute suggestions for the system's core functionality.
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NEXT STEP / WAY FORWARD:

- By Meeting #04, UI/UX mockups should be prepared and reviewed.
- Requirements document to be finalized for approval in the next session.