

# **MINUTES OF MEETING (MOM)**

## **Meeting #06**

**Date & Day:** 5th October 2025, Sunday

**Starting Time:** 10:00 PM

**End Time:** 10:45 PM

**Platform:** Google Meet

**Attendance:** All team members were present

## **AGENDA:**

- Review of SDLC completion and project progress
- Website final testing and debugging discussion
- Marketing performance overview (Instagram & Facebook)
- Preparation for final presentation and demo
- Launch strategy and content scheduling
- Discussion on upcoming documentation submission

## **DISCUSSION POINTS:**

### **1. Project Progress Review:**

- Shaheer opened the meeting by confirming that Alpha Solutions IMS has officially completed its SDLC cycle.
- The development phase is nearly finalized, with final debugging and UI polish in progress.
- The team discussed minor technical adjustments to improve response time and user flow.

### **2. Testing and Feedback:**

- Hamza reported initial testing results all modules (Inventory, Khata, Reports) functioned as expected.
- Few UI alignment issues were identified and assigned to Shaheer and Hunain for correction.
- The team planned to perform a final round of testing before the demo presentation.

### **3. Marketing & Social Media Update:**

- Hasan presented insights on the performance of recent posts, including "Feature Reveal" and "Customer Pain Points."
- Engagement levels showed significant growth, with an increase in followers and reach on both Instagram and Facebook.
- Team decided that the next 3 posts will focus on Launch Teasers, Countdown and Team Introduction.

#### **4. Final Presentation & Launch Discussion:**

- Shaheer discussed the importance of coordinating the launch presentation with all completed documentation and live website demo.
- Mauzam suggested preparing a short video to summarize the journey of the project for presentation.
- Hasan will assist in creating a professional final post before launch.

#### **5. Documentation Review:**

- Sarim and Mauzam confirmed that the last two documents (Testing Document & SDLC Summary) are near completion.
- All previous files have been reviewed and organized for submission.
- Shaheer instructed everyone to recheck formatting and ensure naming consistency before final upload.

### **ACTION ITEMS:**

- Complete final debugging and UI fixes – Shaheer & Hunain
- Prepare launch teaser content – Hasan
- Finalize SDLC summary and testing document – Mauzam & Sarim
- Conduct demo practice – All Members
- Confirm final launch schedule and internal submission – Shaheer

### **NEXT STEP / WAY FORWARD:**

By the next meeting, the team should have:

- Completed all testing and documentation
- Uploaded final content for launch promotion
- Practiced presentation and demo flow
- Project ready for official October Launch & Evaluation Week