

MINUTES OF MEETING (MOM)

Meeting #05

Date & Day: 25th September 2025, Thursday

Starting Time: 9:00 PM

End Time: 9:35 PM

Platform: Google Classroom (Online Discussion)

Attendance: All team members were present

AGENDA:

- Review of completed surveys and findings
- Analysis of gathered business data
- Discussion on design and development progress
- Review of documents submission status
- Preparation for mid-term project evaluation
- Next marketing steps before launch

DISCUSSION POINTS:

1. Survey Reports Review:

- Hasan and Hamza presented survey results from local shops (pharmacies, marts and gift stores).
- The team reviewed key challenges faced by small business owners-manual tracking, expired stock and no Khata management.
- Everyone agreed that these findings validated the project's need.

2. Development Progress:

- Shaheer confirmed that the core modules (Inventory, Khata, Reports) are being finalized.
- Hunain shared insights on data models and structure design.
- The UI was reviewed; Hasan suggested improvements in visual layout.

3. Documentation Updates:

- All required documents including SRS, Business Case, Scope Plan, WBS and Risk Management Plan were completed.
- Mauzam finalized formatting; Sarim verified grammar and consistency.

4. Marketing Strategy:

- Hasan shared insights from engagement analytics on social media.
- The next post ideas ("Feature Reveal" and "Customer Pain Points") were discussed.
- The team planned a small teaser campaign before the final presentation.

5. Mid-Term Evaluation Preparation:

- Shaheer outlined the upcoming evaluation points.
- All members agreed to rehearse presentation flow and prepare slides in advance.

ACTION ITEMS:

- Finalize PowerPoint presentation – Shaheer & Hasan
- Upload remaining survey proofs – Hamza
- Complete and submit all finalized documents – Sarim & Mauzam
- Publish next 2 social media posts – Hasan
- Conduct rehearsal session – All Members

NEXT STEP / WAY FORWARD:

By the next meeting, the team should have:

- Presentation finalized and rehearsed
- All documents approved by the project manager
- Marketing posts uploaded and shared
- Development ready for demo stage