

MINUTES OF MEETING (MOM)

Meeting #08

Date & Day: 19th October 2025, Sunday

Starting Time: 10:00 PM

End Time: 10:25PM

Platform: Google Meet (Online Discussion)

Attendance: Majority of team members were present

AGENDA:

- Review of presentation (PPT) progress
- Confirmation of documentation completion
- Website overview and discussion
- Finalization of presentation roles
- Outreaching and marketing updates
- Launch readiness and planning

ATTENDANCE SUMMARY:

Member Name	Role	Attendance	Remarks
Shaheer Ahmed	Project Manager	Present	Conducted the meeting
Hasan Mustafa	Marketing & Editor	Present	Shared marketing update
Hunain Amjad	Business Analyst	Present	Discussed presentation content
Sarim Hasan	Document Support	Present	Helped in final document review
Mauzam Abbas	Resource Manager	Absent	Not available
Muhammad Hamza	Survey Supporter	Absent	Not available

DISCUSSION POINTS:

1. Presentation Review:

- Shaheer confirmed that the PowerPoint presentation is almost complete and will be shared with all members after final touches.
- No confusion or overlap was reported regarding individual slides.
- A final online rehearsal will be scheduled before submission.

2. Documentation Update:

- Hasan and Sarim confirmed that all SDLC documents (SRS, Design Docs, Testing Docs, etc.) are finalized and reviewed.
- Formatting and proofreading are complete.
- Documents are ready for final submission.

3. Website Overview:

- Shaheer gave a short overview of the latest website version.
- Team reviewed its features and interface for demo readiness.
- Website is fully functional and stable for launch.

4. Presentation Roles:

- Each member's presentation section was finalized.
- Shaheer will handle the project introduction, followed by assigned topics for each member.
- Absent members will be briefed later to align their parts.

5. Marketing & Outreaching Update:

- Hasan shared that the marketing phase has officially ended with a total of 15 social media posts.
- Engagement and reach improved steadily across platforms.
- Outreaching plans are complete, marking closure of the marketing phase.

6. Launch & Submission Plan:

- Final submission and launch discussion were held.
- Shaheer will circulate the completed PPT and checklist to all members.
- Team agreed to focus next on presentation rehearsal and launch execution.

ACTION ITEMS:

- Finalize and share presentation slides – Shaheer Ahmed
- Conduct final rehearsal session – All Members
- Review and verify documents before submission – Sarim & Hasan
- Prepare launch demo and submission files – Entire Team

NEXT STEP / WAY FORWARD:

By the next meeting, the team should have:

- Presentation slides finalized and rehearsed
- Documents officially submitted
- Launch and demo preparation completed
- All members ready for final evaluation