

Minutes of Meeting

Date: 04/06/2024

Time: 5:45 PM

Duration: 15 minutes

Attendees:

Shadab, Danish

Shiv (Client)

Agenda:

- Glimpse of the first look of the website
- Gather client thoughts on the first look
- Discuss changes and feedback

Meeting Points:

1. Glimpse of the First Look:

- Presented the first look of the website to the client.

2. Client Thoughts:

1. The client is happy with the current design of the home page.
2. The client wants to discuss the full flow of the website in person for better understanding.
3. The client wants to remove the boldish text effect on the website.
4. The client wants a unique design for the form on the website. We will redesign it as per the client's wish.
5. The client will give the content for the "About Acharya Shiv" section.
6. A new blog page feature has been added to the project as requested by the client.

Next Steps:

1. The client will discuss with Ubaid Sir first, then the meeting will be arranged.
2. Schedule an in-person meeting to discuss the full website flow.
3. Remove the boldish text effect as requested.
4. Start working on a unique design for the form.
5. Wait for content from the client for the "About Acharya Shiv" section.
6. Begin planning the layout and function of the new blog page feature after confirmation.

Conclusion:

- The meeting ended with everyone clear on what needs to be done next. The meeting was finished at 6:00 PM.