**Client meeting 1 Wiki URL:**<https://github.com/srikarmiriyala/GDPProject-02/wiki/Client-Meeting-1>

**1 Who was present?**

- Sai Srikar Miriyala (S567160)

- Sowmya Reddy Allugari

- Lakshmi Pravallika Bhupathi

- Nishchala Namburi

- Yaswanth Kanakala

- Udaykiranreddy Devarapally

**2 Meeting agenda**

- Brief introduction about team and about their roles.

- Have client representative introduce themselves and their role in the food bank management system.

- Briefly go over the meeting agenda and objectives.

- A short discussion about the technologies to be used- Web application.

- Integration with government tool for verification.

- Percentage of project to be delivered in this semester.

- Scheduling about mid and final project presentations.

**3 Specific questions asked (and who asked them)**

a) Rahan Ahmed Mohammed

- What existing systems or platforms need to be integrated with the new solution?

- How will the new system streamline recipient registration and eligibility verification?n

b) Amit Harish Doddamani-

- How will the system address privacy and security concerns of recipient data?

- Who are your typical clients and what are their needs?

c) Sreeja Vasa -

- What are your main objectives for this project?

- What are your expectations for this meeting?

d) Varshini Chittepu -

- Who are your target customers or audience?

- What functionalities do you need in the final product or service?

e) Sahithi Yamasani-

- What is your timeline for this project?

- What are your budget constraints?

f) Rajesh Arigela-

- What resources are available on your end?

- Who are the key decision-makers on your team?

g) Sai Vamshi Krishna Gajji-

- How will we plan for effective communication and collaboration during development and implementation?

- What specific needs does this project address?

**4 Specific answers given (and who gave them)**

- In this discussion, for the numerous queries asked about the project implementation during the client meeting,

were answered by Prof. Mark Chai who is our client for this project.

- Questions answered by our client in first meeting were

- Who are your typical clients and what are their needs?

- What are your main objectives for this project?

- What functionalities do you need in the final product or service?

- What is your timeline for this project?

- What resources are available on your end?

- What specific needs does this project address?

**5 Action items: what have you decided you will show the client in your next meeting**

- For the next client meeting, we will discuss about detailed problem statement definition.

- Initial project plan: Outline the scope, key features, timeline, and budget for the project.

- User personas and needs analysis: Show how we understand the different users

(recipients, staff, volunteers) and their specific needs.

**6 When is the next meeting (no more than two weeks away)**

- Next client meeting is scheduled on 05/22/2024