Minutes of Meeting (MoM)

Meeting Date: 10-01-2026
Meeting Time: 7:30 PM – 9:00 PM (**Indian Time**)
Duration: 1 hour 30 minutes
Mode: Online
Participants:

- Total Members: 7

    o Client Team: 5 Members

    o Our Team: 2 Members

Agenda

- LMS product demo

- UI walkthrough

- Requirement clarifications and new requirements discussion

Discussion Summary

1. LMS Demo

- Demo was presented for **two user roles**:

    o **Trainee**

    o **Trainer**

- **Super Admin UI** was also demonstrated.

- Overall flow and functionality were explained.

- Client raised questions and **all doubts were clarified** during the session.

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2. New Requirements & Enhancements

a. Trainee – Course Section Enhancement

Currently, the system shows **"Similar Courses"**. The client requested the following changes:

1. **Trainer-based Courses**

    o Requirement:
    If a trainee is enrolled in a course conducted by a specific trainer, the system should display **all other courses offered by the same trainer**.

2. **Recommended Courses**

   o Requirement:
   Courses should be recommended based on **topic relevance**.

     ▪ Example: If a trainee has taken an **AI course**, other **AI-related courses** should appear under recommended courses.

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b. Online Classes Integration

- Client requested **online/live classes to be embedded directly within the LMS**.

- **Action from Client:**
  They will provide a **detailed list of required features**.

- **Action from Our Team:**
  Once the list is received, we will:

  o Evaluate suitable **third-party applications**

  o Share **suggestions and feasibility** with the client

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3. Payment Integration

- The client confirmed that **payment gateway integration will be handled at the final stage** of the project.

- No immediate action required at this phase.

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4. Arabic Translation

- Arabic translation will require a **Google Translation plugin**.

- An **Excel sheet containing the cost details** has already been shared with the client.

- Client will review the cost and **confirm their decision**.

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5. Main Website Content

- Client will provide the **English content for the main website**.

- Once the content is received, our team will proceed to **complete and close the main website work**.