

Minutes

Customer Meeting

DATE

February 3rd 2026

TIME

3:00pm

MEETING CALLED TO ORDER BY

Glynne Lancaster

IN ATTENDANCE

Glynne Lancaster, Yaseen Barlas, Viktor Vasilchin, Anusreya Basak, Thomas Craggs, Yousuf Shaikh and Aleena Bhatti

APPROVAL OF MINUTES

Meeting minutes to be sent to Project Manager and Customer for approval

TEAM

Zaina Meraj has been assigned the role of Project Manager and seconded by **Yaseen Barlas** as a Deputy Project Manager. Other team members and their roles are specified below:

Name	Role
Zaina Meraj	Project Manager/ Programmer
Yaseen Barlas	Deputy Project Manager/ System Analyst
Viktor Vasilchin	System Analyst/ Programmer
Sukhmanvir Atwal	System Analyst/ Tester
Jagdish Vaghela	Programmer/Designer
Rizwan Hussien	Designer/ Tester
Leo Haghighi	Designer/ Tester

REPORTS

Zaina Meraj has presented this report based on the interview conducted by Yaseen Barlas and Viktor Vasilchin

New Software Development

- Review of Project Brief
- Documented interview questions and their response by the client
- Scope of Project – in progress

ANNOUNCEMENTS

Project Scope has been created based on the Project Brief and discussions with the customer.

NEXT MEETING

To be decided

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CUSTOMER MEETING FAQs

Questions	Answers
Project Scope & Brief	The first priority is to strictly follow the brief so that all the basic requirements are met to obtain maximum marks. Though special cases may be addressed if time allows, they have been considered out of scope for the actual evaluation.
Pharmacist Access	Yes. Pharmacists have full visibility of Customer Debt to facilitate informed billing and consultation.
Reminder History	Reminders are handled as one-off notifications; the system does not archive or store any history of previous reminders.
Debt Management	Debt is built up during the entire billing cycle. All debt is expected to be cleared up after the 15th of the month.
Security & Compliance	In the context of the prototype/assignment, GDPR and complex legal systems have not been incorporated. The focus is more on logic functionality.
Order Modifications	Once an order is placed, it cannot be changed. To add items, the existing order must be cancelled and a new order must be resubmitted.
Authentication	There is no "Forgot Password" process. Users create their permanent passwords upon their first login to the system.