

Minutes of Meeting

Title of Meeting:	AXE, GMI, and MySushi Progress		
Name of Project:	AXE, GMI, MySushi		
Objectives: To discuss AXE progress and scope review of gmi and my sushi.	Mtg. Recorder: Ghania Arshad Venue: Zoom Meeting		
	Date: 29-Sep-2020		
	Planned Start Time:	4:30 PM (Manila Time)	Actual Start Time: 4:30 PM (Manila Time)
	Planned End Time:	5:00 PM (Manila Time)	Actual End Time: 5:00 PM (Manila Time)
Attendees: Present			
Name	Designation	Name	Designation
Mr. Yasim Ahmad	Team Lead		
Ms. Ghania Arshad	QA		
Mr. Hubert	Client		
Attendees: Absent			
Name	Designation	Name	Designation
Nil			

Highlights (All Discussion Points, Issues, etc.)	
1.	Mr. Yasim Ahmad formally started meeting with acknowledgment that Axe project has started, front end developer is reviewing the xd designs along with the home page which was already created and sent by Mr. Hubert.
2.	Mr. Hubert asked when AXE html will be started.
3.	Mr. Yasim Ahmad told that developer is reviewing the designs and the home page html. After that we will start the html of other pages.
4.	Mr. Hubert asked about instance of aws for AXE project, Mr. Yasim Ahmad acknowledged and said we will create new instance for it.
5.	Mr. Hubert asked Mr. Yasim Ahmad that single developer will work on AXE?, Mr. Yasim Ahmad told that yes single senior resource will work on AXE project.

6.	Mr. Yasim Ahmad told that we have two developers now, one will work on AXE and other will work on GMI connects.
7.	Mr. Hubert asked about project my sushi, Mr. Yasim Ahmad told that Mr. Talha worked on category issue along with that designer worked on Html of loyalty program which will be completed on next Monday.
8.	Mr. Yasim Ahmad told that on Monday we also require loyalty program business requirements to be finalized.
9.	Mr. Hubert told that for loyalty program requirement finalization we require meeting on Friday, Mr. Yasim Ahmad agreed.
10.	Mr. Hubert schedule meeting for Friday 3 pm for loyalty program requirements finalization.
11.	Mr. Hubert asked about GMI database, Mr. Yasim Ahmad told that we will finalize database after html phase of GMI completes and we probably required another meeting to go through database.
12.	Mr. Hubert asked Mr. Yasim Ahmad can we initiate designs of GMI backend as well so that work handles in parallel Mr. Yasim Ahmad told that he will ask Mr. Ibraheem if any designer is available. Mr. Hubert agreed to it.
13.	Mr. Hubert told about the database which GMI currently have on Monday.com and explained that GMI client currently using this CRM site and we can take inspiration from this site while developing CRM for GMI. Mr. Yasim Ahmad acknowledged.
14.	Mr. Hubert explained that currently in Monday.com GMI client easily managing data of people organization and sections, so CRM developed like Monday.com will be beneficial.
15.	Mr. Yasim Ahmad Told that we have extra columns in google sheets as well so we also needs to manage them in database, so before doing CRM we need client consent on which data we need to keep and which to discard.
16.	Mr. Yasim Ahmad also explained for CRM we need to subdivide data and had to made connection between databases through keys.
17.	Mr. Hubert said that we will discuss CRM details in separate meeting Mr. Yasim Ahmad said after html finalization of html we will discuss CRM in detail.
18.	Mr. Hubert told Mr. Yasim Ahmad that misthos project contact us form is not working.
19.	Mr. Hubert said he is not sure about the issue, might be its sandbox key issue or domain issue he explained that he is not confirmed about the login so he said that we might need new mail gun account.

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20.	Mr. Hubert asked Mr. Yasim Ahmad that can we fix above issue , Mr. Yasim Ahmad said that first he need access of this project.
21.	Mr. Yasim told Mr. Hubert that we will add a new domain and verify it first via DNS. After that we will updating they keys and check if that is working or not. Mr. Hubert acknowledged.
22.	Mr. Yasim Ahmad told we need to create instance on Aws for misthos project, Mr. Hubert acknowledged.
23.	Mr. Hubert asked Mr. Yasim that do he have any further questions Mr. Yasim Ahmad told that he is fine with current requirements.
24.	Mr. Yasim formally ended the meeting.

New Action Items			
#	Item	Responsible	Due Date
1.	Instance of axe	Mr. Yasim	
2.	Loyalty program requirements	Mr. Hubert	
3.	Start the HTML Phase of AXE	Mr. Yasim	

Next Meeting
To Be Decided.