

Title of Meeting:		Cloud Source functionality and design review			
Name of Project:		Clout Source			
Objectives: <ul style="list-style-type: none">Discuss newly added features requirments.Present newly added functionalities.Discuss some questions and ambuities realated to project.		Mtg. Recorder: Ghania Arshad Venue: Zoom Meeting			
		Date: 30-Sep-2020			
		Planned Start Time:	7:00 PM	Actual Start Time:	7:00 PM
		Planned End Time:	7:30 PM	Actual End Time:	7:20 PM
Attendees: Present					
Name	Designation	Name	Designation		
Mr. Rana Osama	Team Lead	Mr. Talha	Deveolper		
Ms. Ghania Arshad	SQA	Ms. Asma Shaheen	Team Lead		
Mr. Samuel	Client	Mr.Ali Mehdi	SQA		
Attendees: Absent					
Name	Designation	Name	Designation		
Nil					

Highlights (All Discussion Points, Issues, etc.)	
1.	Ms. Asma Shaheen formally started the meeting with acknowledgment that agenda of this meeting is to discuss requirement ambiguities, and to walk through new developed functionalities.
2.	Ms. Ghania Arshad asked Mr. Samuel about brief introduction about chat module, Mr. Samuel told that we wants direct chat between buyer and seller, if seller accepts buyer offer chat window will opens between them just like we have in LinkedIn.
3.	Ms. Ghania Arshad further asked Mr. Samuel about the scenario that if seller don't work properly and buyer want to complain about it and wants to communicate with admin through chat, Mr. Samuel explained that if buyer wants to communicate with admin buyer will open ticket for the admin and no direct chat will be held between admin and buyer.
4.	Ms. Ghania Arshad implored about the admin action after buyer or seller opened ticket for admin.
5.	Mr.Talha elaborated above point by sharing screen and explained flow of system and described open ticket functionality.

6.	Mr. Samuel said once buyer or seller opens ticket for admin ,he wants information to be send to admin e.g chats log with time stamp to be archived along with campaign initial data and agreement between buyer and seller.
7.	Ms. Asma Shaheen told Mr.Talha to walk through admin panel and show admin action functionality.
8.	Mr. Talha shared screen and explained admin panel flow and functionality of ticket for admin.
9.	Mr. Talha asked Mr. Samuel about admin action when ticket open for admin, he asked what types of action admin can take against the ticket.
10.	Mr. Samuel explained there will be only 2 options for admin <ul style="list-style-type: none"> • Campaign completed as agreed upon (fund will be release to seller) • Campaign not completed as agreed upon (refund to buyer will be given)
11.	Mr. Talha suggested that we can add one more action of re do campaign if buyer is not satisfied.
12.	Mr. Samuel told that he is more satisfied with only 2 actions of admin Mr. Talha acknowledged.
13.	Ms. Ghania Arshad asked Mr. Samuel about advance search filters requirements.
14.	Mr. Samuel told that he had posted them in channel team can ask further question related to advance search functionality on slack channel.
15.	Mr. Samuel asked that why we need to store account data in our database as its present online and available to us, Mr. Rana Osama explained that again and again hitting account API was making site very slow that's why we need to store data in our database and need a crone to update data. Mr. Samuel agreed.
16.	Mr. Rana Osama suggested that we need to update data on alternate days Mr. Samuel agreed.
17.	Mr. Rana Osama asked Ms. Ghania Arshad that if she has any further questions, Ms. Ghania Arshad said that yes she has if Mr. Samuel have time for them.
18.	Mr. Samuel said that he can answer further questions on slack channel.
19.	Mr. Samuel asked for new functionalities over view.
20.	Mr. Rana Osama asked Mr. Talha to give overview of ticketing system and notifications.

Minutes of Meeting

21.	Mr. Talha gave small demo of notifications system and explained that on every new action of buyer or seller notification will be send along with emails he told Mr. Samuel that he required mail gun credentials as well Mr. Samuel acknowledged.
22.	Ms. Ghania Arshad asked Mr. Samuel about the design of order detail page, Mr. Samuel told he wants more information on this page, he further explained that he requires influencer information, chat information, campaign information on this page as well. MS. Ghania Arshad acknowledged.
23.	Mr. Samuel asked Mr. Rana Osama if he have any further questions Mr. Rana Osama said currently he do not have further questions.
24.	Mr. Rana Osama formally ended the meeting.

New Action Items			
#	Item	Responsible	Due Date
1	Mail gun Credentials	Mr. Samuel	

Next Meeting
To Be Decided.