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| Title of Meeting: | | | Cloud Source Scope Review | | | | | |
| Name of Project: | | | **Cloud Source** | | | | | |
| Objectives: To finalize the scope of the project and discuss new changes required by the client. | | | Mtg. Recorder: Ghania Arshad  Venue: Zoom Meeting | | | | | |
| Date: 12-Aug-2020 | | | | | |
| Planned Start Time: | | 1. 8:30 PM | | 1. **Actual Start Time:** | 1. 8:30 PM |
| Planned End Time: | | 1. 9:00 PM | | 1. **Actual End Time:** | 1. 9:00 PM |
| Attendees: Present | | | | | | | |  |
| Name | | Designation | | Name | | | Designation | |
| 1. Mr. Rana Osama | | Team Lead | |  | | |  | |
| Miss. Ghania Arshad | | QA | |  | | |  | |
| 1. Mr. Samuel | | Client | |  | | |  | |
| Attendees: Absent | | | | | | | | |
| Name | Designation | | | Name | | Designation | | |
| Nil |  | | |  | |  | | |

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| Highlights (All Discussion Points, Issues, etc.) | |
|  | Mr. Rana Osama started the meeting with formal greetings. |
|  | Mr. Rana Osama discussed the previous project scope that previously, the system was compatible with Instagram and Facebook. |
|  | Mr. Samuel said that he wants additional functionality of TikTok. Previous functionality should remain the same. |
|  | Mr. Samuel said that some packages and purchase changes might be required. |
|  | Mr. Samuel said that priority should be given to TikTok. |
|  | Mr. Samuel explained that he does not wants campaigns that were required previously; now, he wants direct communication between buyer and seller. He elaborated that the seller will give offerings to buyers, and then it will be up to the buyer whether to accept the offer or reject it. |
|  | Mr. Rana Osama discussed the profile page and discussed the success rate and score formula. |
|  | Mr. Samuel told Mr. Osama that he does not require the success rate. |
|  | Mr. Samuel said that instead of score formula, he required top influencer on the basis of a formula. Mr. Rana Osama agreed on it. |
|  | Mr. Samuel said that the description of the profile page would remain the same as previously required. Mr. Rana Osama agreed. |
|  | Mr. Samuel further explained that on the profile page, he does not require the activity tab. Mr. Rana Osama agreed. |
|  | Mr. Samuel clarified that he required no. of views on the profile page in the statics section. Mr. Rana Osama agreed on it. |
|  | Mr. Samuel said that on the profile page, sections such as the description, demography, and statistics would come on top, whereas the packages section will be at the bottom. |
|  | Mr. Rana Osama showed the home page design. |
|  | Mr. Samuel commented that the home page design is not formal enough, and he wants some changes in it. |
|  | Mr. Samuel observed that the images used in the home page design are not impressive. He said that he would like us to change the images according to the target demographics. Mr. Rana Osama agreed on this point. |
|  | Mr. Rana Osama said that he would ask the designers to come up with new ideas according to demographics. Mr. Samuel agreed. |
|  | Mr. Samuel further elaborated that he wants the home page to be like a market page with different offerings from sellers and various offers redirected to different search criteria. Mr. Rana Osama agreed on this point. |
|  | Mr. Rana Osama suggested that on the home page, there should be different sliders with different offerings, and these offerings may be redirected to the required category. Mr. Samuel agreed on this point |
|  | Mr. Rana Osama discussed the section "what others are earning, "he explained that this section consists of *brands*, *earn up to*, and *get started*. |
|  | Mr. Samuel remarked that it's quite unethical to show what others are earning. He wants people to have the option of searching for high-earning accounts based on some formula. However, he does not want people to know their exact earnings. |
|  | Mr. Rana Osama suggested that in math work, the algorithm can be implemented on the basis of the number of followers, posts, and expected earnings. Mr. Samuel agreed on this point. |
|  | Mr. Rana Osama asked Mr. Samuel about the content of the website. Mr. Samuel said that he would fill it himself. |
|  | Mr. Samuel stressed that he wants us to change all images on the entire website. |
|  | Mr. Rana Osama agreed and said that he would come up with different options and let Mr. Samuel know about them. |
|  | Mr. Rana Osama discussed the featured influencers section and asked Mr. Samuel whether he wants this section removed? |
|  | Mr. Samuel said that he does not want to add data in this section manually. |
|  | Mr. Rana Osama said that's not a problem because it's possible to fill the information automatically in this section. However, he explained that the first entry would be manual while the subsequent entries will fill up automatically. Mr. Samuel agreed on this point. |
|  | Mr. Rana Osama discussed the *browse influencers* page. He said that people would be able to search for influencers based on type and categories. |
|  | Mr. Samuel said that he wants a search bar on the *browse influencers* page so that people can search for specific influencers. He said that he does not require the type section on this page anymore. Furthermore, he wanted us to add a checkbox in the categories section. |
|  | Mr. Rana Osama summarized the above points; he said that data would be filtered on the basis of checkbox filters. However, if no checkbox filter is selected, all the available data will be displayed. Mr. Samuel agreed. |
|  | Mr. Samuel asked Mr. Osama to remove the score from the *browse influencers page.*  Mr. Rana Osama agreed. |
|  | Mr. Rana Osama suggested showing the top 10 influencers instead of the score. Mr. Samuel agreed. |
|  | Mr. Samuel asked to include the list of statistics on the *browse influencers page*. |
|  | Mr. Rana Osama requested a list of statistics so that he can add them to the *browse influencers* page. |
|  | Mr. Samuel said that he also wants a follower filter on the *browse influencers* page. Mr. Rana Osama agreed on this point. |
|  | Mr. Rana Osama discussed the notification page. |
|  | Mr. Samuel said that he wants notifications to be sent to the seller, and it's up to the seller whether they accept it or reject it. |
|  | Mr. Rana Osama suggested notifications as they appear on Facebook. Mr. Samuel agreed. |
|  | Mr. Rana Osama discussed the order history page. |
|  | Mr. Samuel said that he wants a statistics column on the history page to show order status. Order can be in different states; for example, new, in progress, and completed. Mr. Rana Osama agreed on this point. |
|  | Mr. Rana Osama discussed the signup page. |
|  | Mr. Samuel asked Mr. Osama to remove the phone number with the referral code optional field in the *create profile page.* |
|  | Mr. Rana Osama mentioned that the login reports page and the delete profile page have been removed. Mr. Samuel agreed on this. |
|  | Mr. Rana Osama discussed the sign-in page and its design. Mr. Samuel agreed on page design and functionality. |
|  | Mr. Rana Osama discussed the linked account page and said that multiple accounts could be added to the user account. Previously, only the Instagram and Facebook accounts could be added, but now the TikTok accounts can also be added. |
|  | Mr. Samuel said that the TikTok accounts should be on top now. |

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| New Action Items | | | |
| # | Item | Responsible | Due Date |
| 1 | Changes in the home page design | Mr. Rana Osama |  |
| 2 | Changes in the images of website | Mr. Rana Osama |  |

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| Next Meeting |
| To Be Decided. |