

Title of Meeting:		Cloud Source functionality presentation			
Name of Project:		Clout Source			
Objectives: <ul style="list-style-type: none">Discuss newly added features requirments.Present newly added functionalities.		Mtg. Recorder: Ghania Arshad Venue: Zoom Meeting			
		Date: 8-oct-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		
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 walk through new developed features and to clear ambiguities on some features.
2.	Ms. Ghania Arshad gave demo of campaign creation she explained the email notifications of buyer and seller activity as well.
3.	Ms. Ghania Arshad further explained that user can open ticket even if seller marked campaign completed.
4.	Mr. Samuel told that he do not require open ticket button he requires a hyperlink Ms. Ghania Arshad agreed on this.
5.	Mr. Samuel explained that he also requires a link that should be share by seller to buyer after the work is done. Ms. Ghania Arshad acknowledged.
6.	Ms. Ghania Arshad explained the admin action functionality she told that on ticket creation admin can take action after viewing the complete campaign details.
7.	Mr. Samuel told that he requires only 2 option in admin panel

	<ul style="list-style-type: none"> Completed as required "send money to seller" Not completed as required "send money to buyer"
8.	Ms. Ghania Arshad explained notification system and emails after admin takes action.
9.	Ms. Asma Shaheen asked Mr. Samuel that if he requires top 10 influencers or top percent of influencers Mr. Samuel told that he requires top 10 percent of influencers Ms. Asma Shaheen acknowledged.
10.	Ms. Ghania Arshad told that top ten percent functionality is available in browse influencer account detail page.
11.	Ms. Ghania Arshad discuss about payment method she told that When ticket is opened admin has to take action on the ticket it's up to admin after reviewing things to refund to buyer else payment to seller Now team want to ask how Mr. Samuel wants payment procedure.
12.	Ms. Ghania Arshad explained that in first approach We will maintain admin action record in separate table and by help of crone refund or payment to seller will be done we will keep 2-3 days' delay in transfer of funds as standard or to avoid any convenience.
13.	In second approach we can provide buttons in admin panel for refund to buyer and payment to seller by clicking them admin can see buyer/seller account information and admin have to manually transfer payment. Its recommended to have first approach so that doing these things manually will be difficult and instant payment can give inconvenience for admin else Mr. Samuel can suggest.
14.	Mr. Samuel said that he do not requires delay in payment transfer, if buyer and seller both agreed on campaign completion payment instantly transfers to seller account and if admin takes action either admin refund or pay to seller it will be also instantly done.
15.	Ms. Ghania Arshad asked Mr. Samuel about escrow she told that currently admin account is considered as escrow she asked is that fine or there is some other concept of escrow, Mr. Samuel told that concept is fine escrow is admin business account.
16.	Ms. Asma Shaheen asked Mr. Samuel about design changes, Mr. Samuel told that he wants change in color schemes that will be done later. Ms. Asma Shaheen acknowledged.
17.	Ms. Asma Shaheen asked Mr. Samuel about approval of new tasks, Mr. Samuel told he haven't seen the document in detail yet but it seems that time is increased for project completion.
18.	Ms. Asma Shaheen told that time is increase due to additional tasks most time consuming task is chat module after that other tasks are not time consuming and they will be done in less time.

Minutes of Meeting

19.	Mr. Samuel asked that can we live this site, Ms. Asma Shaheen told that payment procedure completion and chat module are left behind we cannot live site until they are done.
20.	Mr. Samuel told that in campaign page it seems something is missing that we talked in previous meetings Ms. Ghania Arshad told that she will review previous meetings and let Mr. Samuel know if something is missing.
21.	Mr. Samuel told that he is right now approving chat feature as its time consuming task, so that team should start working on it. Ms. Asma Shaheen acknowledged.
22.	Ms. Asma Shaheen asked Mr. Samuel to let team know if some points are missed in system. Mr. Samuel agreed on it.
23.	Ms. Asma Shaheen asked if Mr. Samuel have any further questions , Mr. Samuel told currently he do have further questions Ms. Asma Shaheen formally ended the meeting.

New Action Items			
#	Item	Responsible	Due Date
	Missing points in system	Mr. Samuel	

Next Meeting
To Be Decided.