

Minutes of Meeting

Title of Meeting:	Clout Source review functionalities and future scope		
Name of Project:	Clout Source		
Objectives: To analyze project functionalities and future scope.	Mtg. Recorder: Ghania Arshad Venue: Zoom Meeting		
	Date: 15-Sep-2020		
	Planned Start Time:	8:00 PM	Actual Start Time: 8:00 PM
	Planned End Time:	8:30 PM	Actual End Time: 8:20 PM
Attendees: Present			
Name	Designation	Name	Designation
Mr. Rana Osama	Team Lead	Mr. Talha	Developer
Miss. Ghania Arshad	QA	Miss. Asma Shaheen	Team Lead
Mr. Samuel	Client		
Attendees: Absent			
Name	Designation	Name	Designation

Highlights (All Discussion Points, Issues, etc.)	
1.	Mr. Rana Osama started the meeting with formal greetings. Mr. Osama mentioned that the meeting was rescheduled multiple times, so we can change the time for this weekly meeting if the current time is unsuitable for Mr. Samuel.
2.	After discussion, Tuesday 5 AM PST was agreed as the new time for the weekly meeting by all the participants.
3.	Mr. Rana Osama explained that the agenda of the meeting is to walk you through the functionalities and to review the project scope.
4.	Mr. Talha demonstrated the points mentioned below: <ul style="list-style-type: none"> Create a campaign Edit and delete a campaign Enable/disable a campaign
5.	Mr. Rana Osama explained to Mr. Samuel that these campaigns are not like the campaigns we have on the shoutcart website; these campaigns are just like offers to buyers.
6.	Mr. Talha explained the campaigns approve and disapprove functionality.

7.	Mr. Samuel said that he does not require the admin account to approve and disapprove campaigns; he wants campaigns to go on-site without admin approval. Mr. Rana Osama acknowledged.
8.	Mr. Samuel elaborated that he does not require the duration field while creating any campaign, Mr. Rana Osama acknowledged.
9.	Mr. Samuel said that he wants that while the seller is creating any campaign, an option of exemplary past campaigns is provided so the seller can enter links of past successful campaigns so buyers can see seller records of campaigns.
10.	Mr. Samuel asked how do we check that the links provided in the campaign are live? Mr. Rana Osama explained that it would be the responsibility of the seller to add live links in the MVP phase; in the future, we will use some scrapper to check live and dead links. Mr. Samuel agreed.
11.	Mr. Samuel said that the enable and disable campaign button should be moved to the edit/delete area of the campaign section.
12.	Mr. Talha demonstrated <i>adding a campaign to cart</i> functionality; he also explained that buyers could see campaigns created by sellers and buyers can move them to their cart.
13.	Mr. Samuel said that he also wants a direct payment method without using the cart; he wants an option of <i>buy now</i> as well. Mr. Rana Osama agreed.
14.	Mr. Rana Osama told Mr. Samuel that in previous requirements if a campaign was completed, an email was sent to the buyer about his campaign completion.
15.	Mr. Rana Osama asked Mr. Samuel if he wants the same flow, as mentioned in the above point.
16.	Mr. Samuel explained that he wants that if a buyer purchases a campaign, a notification should be sent to the seller. Afterward, if the seller takes the task and completes it, again, a notification should be sent to the buyer about the completion of the task along with the task link, and then the buyer can mark the campaign completed or else report to admin by opening a ticket.
17.	Mr. Osama told Mr. Samuel that he requires a twitter dev account for API integration, as twitter had made policies tougher and our two dev accounts are locked, he requires an account to integrate into the system.
18.	Mr. Samuel said to leave Twitter functionality and hide the Twitter section for the MVP phase as his only focus right now is TikTok.
19.	Mr. Rana Osama said that the TikTok functionality is working fine. He further said that he would remove twitter until the MVP phase.
20.	Mr. Rana Osama said that he would share designs and updated time estimates with Mr. Samuel.
21.	Mr. Rana Osama asked Mr. Talha if he has any questions?

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22.	Mr. Talha said that he does not have any questions. Mr. Rana Osama formally ended the meeting.
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New Action Items			
#	Item	Responsible	Due Date
1	Newly created Designs	Mr. Rana Osama	
2	Updated time estimates of project	Mr. Rana Osama	

Next Meeting
To Be Decided.