**MINUTES OF MEETING HELD WITH A2Z TEAM FOR DISCUSSION OF WEBSITE CHANGES**

**Dated: 13** March 2025 / 10:00 AM PST

**Venue:** Zoom

**Duration:** 30 minutes

**ATTENDEES:**

**From Abu Dawood:**

Mr. Salman

Ms. Fatima

**From A2Z Creatorz:**

Ms. Sahar Muneer

Mr. Hanzala

**AGENDA:**

* Discussion of website changes

**NOTES By A2Z Creatorz:**

**Action Items for A2z Creatorz:**

Following changes has been discussed during the meeting

**General Changes:**

* Site Title: Remove the space between "Abudawood" in the site title.
* Careers Section: Remove the Careers section from all inner pages.

**Home Page:**

* Slider Timing: Set the slider transition time to 7 seconds.
* Slider Image: Set the alignment of the image with the "Gate 4" text in the first slider.
* Navigation: Remove the "Our Partners" page from the navigation menu.

Note: We take the approval for the sitemap on email now they require the changes on it

* Page Rename: Rename "Our Partners" to "Our Partners Brand."

**Who We Are Page:**

* Slider Image: Update the slider image.

Note: Last image is also share by client

1. Our Values Section:
	* Make the boxes open on hover (we will check if this functionality is available in the plugin).
2. Our History Section:
	* Update the images (to be provided by the client).
	* Update the text content (to be provided by the client).

Note: we used the text shared by client now they are updating it again

**Our Culture Page:**

* New Design: A new design is required based on the updated details for this page.
* Banner Image: Use the "Our Culture" banner image on the Careers page.

Note: This section is created as per the shared details now they require the new design as per the new content.

**Our Reach Page:**

* Banner Alignment: Check and ensure that the alignment of the banner strips is consistent across all inner pages.
* Map Location Update: Update the national footprint map with the following locations, highlighting them with red color and a pin icon:
	+ Karachi
	+ Islamabad
	+ Lahore
	+ Multan
	Note: Highlight Karachi as the head office.
* New Map Section: Add a section with the map (to be provided by the client).

Note: this location previously shared by client and again they ask us to update it.

**Services Page:**

* Paragraph Section: Remove the paragraph section.
* Service Divider: Add a divider between the service headings.
* Remove "KAM" from the service names.
* Text Update: Change the text to bullet points (content to be provided by the client).
* New Service Category: Add a new category titled "Logistics & Warehouse Services."
* Sales Tabs: Add the following tabs under Retail Sales & Van Sales services:
	+ Pre-Sell
	+ Van Sell
	+ Tele-Sell
	+ Sub-Distributor

Note: All of the changes has been made as per there shared details and the design layout now they ask for the changes in whole page

**Careers Page:**

* Banner Image: Replace the current banner image with the "Our Culture" banner image.

**Contact Us Page:**

* Banner Image: Replace the current banner image with the one provided by the client.

Note: the current image that is placed in banner is shared by client now they ask us to change it.

Please Note: Kindly share all of the detail’s images by today and after these changes and incorporation we will require your approval an additional change will leads to the additional charges in costing