

IT314

## MINUTES OF THE MEETINGS



Group-20

<b>Sr. No.</b>	<b>Date</b>	<b>Duration</b>	<b>Agenda</b>	<b>Description</b>
1	2nd August	1hr	Getting to know all group members and appointing a group leader	We met all of our 11 group members and appointed Jay Tandel as our representative.
2	3rd August	30min	Start topic discussion	Once we received the topic list pdf, we started working towards deciding the best 5.
3	4th August	30min	Topic Finalization and preference form filling	As the preference form had to be filled, we decided the topics according to our skill sets and motivations to work towards a certain cause.
4	9th August	4hr	Lab Activity: Design Thinking	We prepared the concept poster and a chart listing the functional and non-functional requirements of our allotted topic also listing the roles and tools which we'll be using in the future.
5	10th August	30min	To outline the required technical skills for the project	We met and discussed the coding languages and tools that we'd prefer for our project.
6	24th August	45min	Web development role distribution	We discussed the roles under each working section and distributed it among us.
7	13th September	4hr	Lab Work: Activity Diagrams	We met to work on various diagrams which gave an idea about how the website would look like.
8	21st September	1hr	Frontend Role Discussion and Distribution	This meet was intended to predict the pages we'll be creating for our website and distributing it among the frontend team.

9	22nd September	N/A	Scheduled meet with Sir at 3:00pm	Our leader mailed sir, requesting a meet regarding project. Unfortunately, we couldn't meet sir that day.
10	23rd September	45min	Detailed Frontend Discussion	We discussed the pages created and similar updates.
11	3rd October	3hr	Discuss and work on mid-evaluation	As the evaluation got announced, we worked on the documents we had to be ready with.
12	4th October	30min	Meet before the mid-evaluation lab	We met 30min before the lab to check the preparation for the evaluation
13	19th October	2hr	Working on Frontend	A meet up for working on the web-pages and finalizing the web-flow
14	31st October	2hr	Finalizing the Frontend and Discussion for Backend	We started discussing the backend and all it's dynamics.
15	6th November	1.5hr	Discussing the feedback and frontend updates	Here we discussed how to implement the pages and incorporate the features while maintaining authenticity.
16	7th November	1.5hr	Concluding the Frontend and initiating the backend	Here, we finally were ready with the codes of our web-pages.
17	8th November	1hr	Working on features using the backend and deciding a deadline	We discussed all the workload of the backend and put a deadline for self-check and avoid the delays.
18	17th November	2hr	Online meet for feedback on project updates	Due to the holidays, we met online to greet and feedback eachother on the task assigned to each.
19	22nd November	1hr	Backend Team Meet	This meeting intended to discuss some difficulties being faced and to come up

				with a new direction for the project.
20	24th November	1.5hr	Distribution of testing and documentation tasks for project submission	Since the guidelines for final evaluation were out, we met to talk about how to meet the necessities.
21	27th November	30min	Meet for discussion on work progress	This meet alarmed everyone of the approaching deadline amidst the examination. We discussed about form filling and submission zip file.
22	28th November	30min	Meet for progress feedback	We talked about the progress each made in their assigned tasks.
23	29th November	3hr	Deploying the website and initiating the testing procedures	We deployed our website “HostelEase” and asked the testing team to proceed.
24	3rd December	1.5hr	Discussion on Project submission files	We took feedback from the testing and other teams and discussed about the final submission and the making of the “Contribution’s file”

## END NOTE

Throughout this project, we officially convened for 24 meetings. However, beyond these formal gatherings, we frequently came together whenever individual tasks required collective guidance or teamwork. Evidently, our collaboration and joint efforts were pivotal in steering this project towards successful completion.