[Week 2] meeting minutes

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| --- | --- |
| Location: | [Google Meet ] |
| Date: | [25 February ] |
| Time: | [8:30pm – 9:45pm] |
| Attendees: | [Koshish Khadka, Kaustuv Jung Shah, Ravi Shrestha, Chandan Bam , Unik Rai ] |

# Agenda items

1. The initial step in our conversation with the client was to review the topic and establish the project's objectives. By doing so, we could gain a better understanding of the requirements for the project or product
2. During our discussion, we deliberated on the programming language that would be suitable for the project. As we had several options to consider, we recognized the need for further research to ensure a better understanding of each language's capabilities and limitations.
3. Given that the topic was focused on Traffic/Transport management, we gathered requirements from various open sources. By filtering through these features, we aimed to identify the most relevant ones that could be incorporated into our project. This approach would enable us to have a clear and concise overview of the features to be utilized.
4. Feasibility study was conducted to identify potential problems, assess risks, and determine the project's strengths and weaknesses to make an informed decision about whether to proceed with the project.

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Feasibility study | Koshish Khadka | February 29 | Completed |
| Project requirements, Project objectives | Kaustuv Jung Shah | February 29 | Completed |
| Research on Programming Language | Ravi Shrestha | February 29 | Completed |
| Research on Programming Language | Chandan Bam | February 29 | Completed |
| Research | Unik Rai | February 29 | Completed |

# Attendance

Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Koshish Khadka) Project Manager

Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Business Analyst)

Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Developer)

Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Developer)

Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Developer)

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| Date | Koshish | Kaustuv | Ravi | Chandan | Unik |
| 25 February | P | P | P | P | P |
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*P = Present, AR = Absent (apology received), A = Absent (no apology received)*

# Agenda for Next Meeting

1. Wireframe and usecase diagram

Following the initial step, we determined that wireframe and use case diagrams are essential for the project. These tools would provide a visual representation of the project and allow for a clear understanding of its structure and functionality

1. Programming Language fixed

The next week aims to fix the programming language suitable by analyzing the features to be used in the project

1. Further research

Further research about the project is required to fix the design(UI).