

Minutes of Meeting (MOM)

Meeting 1: Team Introduction & Role Allocation

Date: Sunday, 17 May 2025

Time: 9:30 PM – 10:25 PM

Location: Remote (Google Meet)

Updated by: Parveen

Attendees:

- Arijita Singh Kushwaha (21f3000507)
- Jyoti Singh (22f3000182)
- Shruti Kumari (22f3001953)
- Parveen (21f3001560)
- Anand Ratna Maurya (21f3000014)
- Akash Tyagi (22f3001582)
- Shalini Chaudhary (22f2000254)

Agenda:

- Team member introductions
- Role allocation based on strengths
- Tool selection for collaboration

Discussion Summary:

- 1. Team Introductions:**
All members introduced themselves, sharing academic background, technical skills, and interests.
- 2. Role Allocation:**

Role	Team Member(s)
Project Manager	Arijita Singh Kushwaha
Scrum Master	Parveen
Frontend Developers	Jyoti Singh, Shruti, Akash Tyagi
Backend Developers	Anand Ratna Maurya, Shruti, Arijita Singh Kushwaha, Parveen, Akash Tyagi , Shalin Chaudhary
Tester	Anand Ratna Maurya, Shruti

Communication & Tools:

- **WhatsApp Group/G-Space** for communication
 - **GitHub** for code management
 - **Notion/Google Docs** for documentation & planning
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Action Items from Meeting 1:

- Finalize initial task responsibilities per role
- Set up GitHub repo and documentation structure
- Prepare for interviews with potential users