

# Minutes of Meeting – Client Interaction and Review of Milestone 4 Progress

## Meeting Information

- Objective: To present the current status of Milestone 4, review ongoing backend/API development and integration plans, discuss task allocation, and gather client suggestions regarding Gen AI integration and YAML configuration.
- Date: 06/07/2025
- Time: 6:00 PM – 6:15 PM
- Called By: Rajat Goel (Client / TA)
- Submitted By: Parveen
- Attendees: Arjita Singh Kushwaha, Jyoti Singh, Shruti Kumari, Parveen, Anand Ratna Maurya, Akash Tyagi, Shalini Chaudhary

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## Agenda

# Agenda Item	Time Allotted
1 Status update on Milestone 4	2 minutes
2 API development and testing progress	2 minutes
3 Backend and integration task discussion	2 minutes
4 YAML configuration responsibilities	2 minutes
5 Gen AI integration planning	2 minutes
6 Task allocation and planning ahead	2 minutes
7 Client feedback and suggestions	2 minutes

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## Decisions

1. The team has officially begun work on Milestone 4.
2. Backend development is being actively handled by Anand.
3. API development and testing work has already been started.
4. Integration tasks for connecting all components will be carried out by Parveen.
5. YAML configuration work has been assigned to Arjita and Shalini.
6. The Gen AI (LLM) part will be implemented by Shalini.

- 7. Client Rajat Goel emphasized maintaining this momentum and ensuring quality integration of the Gen AI feature.
- 8. Client appreciated the early initiation of Milestone 4 and the team’s organized structure.

**Action Items**

Action Item	Responsible	Due Date
Backend development	Anand	Ongoing
API development & testing	Backend Team	Ongoing
Integration of modules	Parveen	Before review
YAML configuration file creation	Arjita, Shalini	Ongoing
Gen AI (LLM) integration	Shalini	Ongoing
Final review preparation (M4)	All	Before next meet

**Other Notes & Information**

- The meeting was successfully conducted with full participation.
- The team has transitioned smoothly into Milestone 4 with tasks already in progress.
- Client emphasized timely execution and thorough testing for API and integration work.
- Strong team coordination and clear task ownership was noted and appreciated.