

## Meeting of Minutes – Client Interaction and Milestone 2 Progress Review

### Meeting Information

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<b>Objective:</b>	To review Milestone 2 progress, present the wireframe, discuss team roles and task tracking, and receive client suggestions for timely project delivery
<b>Date:</b>	01/06/2025
<b>Time:</b>	6:05 PM – 6:25 PM
<b>Called By:</b>	Rajat Goel (Client / TA)
<b>Submitted by:</b>	Parveen
<b>Attendees:</b>	Arjita Singh Kushwaha, Jyoti Singh, Parveen Saroha, Anand Ratna Maurya, Shalini Chaudhary

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#### Agenda Items

#	Agenda Item	Presenter	Time Allotted
1.	Project wireframe presentation	Arjita Singh Kushwaha	7 minutes
2.	Team roles and responsibilities	All Team Members	5 minutes
3.	Project tracking discussion (Notion)	Parveen	5 minutes
4.	Brief team introductions	All Team Members	10 minutes
5.	Absentees clarification (Akash & Shruti)	Rajat Goel	5 minutes
6.	Status of weekly progress	Entire Team	2 minutes
7.	Feedback on MileStone2 and suggestion	Rajat Goel	3 minutes

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#### Decisions

1. Wireframe presentation by Arjita was acknowledged and appreciated.
2. Project tracking via Notion is satisfactory; tasks are assigned and updated accordingly.

3. Team roles were clearly communicated and understood.
4. Weekly progress reported to be on track; all members are completing tasks on time.
5. Team advised to stay one milestone ahead to ensure timely project completion.
6. Milestone 2 progress is appreciated; team is performing well.
7. Client acknowledged the quality of the team's work so far.

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### New Action Items

Action Item	Responsible	Due Date
Continue development for Milestone 2 and begin early planning for Milestone 3	Entire Team	Weekly updates
Maintain and update task status on Notion with screenshots	Team Leads (Arjita)	Ongoing
Keep Kanban board updated for client visibility	Scrum Master (Parveen)	Weekly Review
Proactively communicate absences or delays	All Team Members	As needed

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### Other Notes & Information

- The client appreciated the team's coordination and work ethic.
- Emphasis was placed on always being one step ahead in the milestone plan.
- The importance of using the Kanban board for role clarity and responsibility tracking was reiterated.
- WhatsApp and Group chat (G-Space) remains the preferred communication channel.
- Client reminded the team to attend meetings consistently and inform about any absentees in advance.