Minutes of Meeting – Client Interaction and Review of the Milestone 4 and beginning of Milestone 5

Meeting Information

Objective: To present the completion of Milestone 4, showcase API integration (including YAML file), clarify deliverables, confirm the removal of sensitive data (API key), and finalize next steps including testing.

Date: 20/07/2025

Time: 6:00 PM – 6:10 PM

Called By: Rajat Goel (Client / TA)

Submitted By: Parveen

Attendees: Arjita Singh Kushwaha, Jyoti Singh, Parveen, Anand Ratna Maurya, Akash Tyagi, Shalini Chaudhary

Absentees**:** Shruti Kumari

Agenda

#	Agenda Item	Time Allotted
1	Review of Milestone 4 Completion	2 minutes
2	Demonstration of API Integration and YAML File	2 minutes
3	Confirmation on not submitting API Key	2 minutes
4	Discussion on next phase: Testing	2 minutes
5	Scheduling & Planning	1 minutes
6	Client feedback and suggestions	1 minutes

Note: Presented by Arjita Singh Kushwaha and Feedback for project and testing were provided by Rajat Goel.

Decisions

- Milestone 4 was declared completed and demonstrated to the client.
- The YAML file was shown for API documentation.
- It was clearly discussed and decided not to submit the API key for security reasons.
- Meeting time has been officially rescheduled to Saturday 6:30 PM.
- The team will begin testing phase from the next day.
- Client expressed satisfaction with the progress and suggested maintaining the current pace.

Action Items

Action Item	Responsible	Due Date
Initiate and organize testing tasks	Entire Team	Immediate/Next day
Finalize test cases & bug tracking	Arjita, Anand, Shalini, Parveen	Immediate
Complete integration documentation	Praveen	Before next review
Final milestone validation & prep	Entire Team	Ongoing

Other Notes & Information

- The meeting was productive, showing significant progress and organization.
- API demonstration was thorough; YAML structure was appreciated.
- Security measures like not submitting the API key were discussed and agreed upon.
- The shift in weekly meeting time was confirmed.
- Team aligned on entering the testing phase with clear ownership and a structured plan.