Minutes of Meeting – Client Interaction and Milestone 3 Review

Meeting Information

Objective: To present the completed Milestone 3 work, demonstrate frontend pages, receive client feedback, and discuss next steps for Milestone 4 and backend development.

Date: 29/06/2025

Time: 6:00 PM – 6:20 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

Agenda Items

#	Agenda Item	Presenter / Time Allotted
1	Presentation of Milestone 3 report	Arjita Singh Kushwaha / 5 minutes
2	Demonstration of developed frontend pages	Arjita Singh Kushwaha / 5 minutes
3	Client feedback and discussion on Milestone 4	Rajat Goel / 10 minutes

Decisions & Discussion Points

Arjita presented the Milestone 3 report and walked through the key components and progress made by the team.

The frontend pages developed so far were demonstrated and well received by the client.

Client Rajat Goel approved the Milestone 3 work and expressed that he was impressed with the team's output and coordination.

The team was encouraged to start work on Milestone 4, focusing particularly on:

 - Backend development.

 - API integration and functionality.

Client emphasized maintaining the same level of quality and communication for the next phase.

Action Items

Action Item	Responsible	Due Date
Begin backend development and API planning	Backend Team	Immediate
Start working on Milestone 4 tasks	Entire Team	Ongoing
Continue client communication and regular updates	Arjita / Team Leads	Weekly

Other Notes & Information

The meeting was conducted smoothly with full attendance.

Client highlighted the need for early backend integration for smoother final testing.

Continued use of project tools (WhatsApp, G-Space, GitHub) was reaffirmed.

Team appreciated for progress and motivated to continue with consistency and clarity.