Meeting of Minutes - Client Introduction and Milestone 1 Review

Meeting Information

Objective: To introduce team members to the client, discuss Milestone 1 tasks, review

the submitted report, and confirm project direction

Date: 25/05/2025

Time: 5:50 PM – 6:25 PM

Called By: Dev Bhatnagar (Client / TA)

Submitted

by: Parveen

Arjita Singh Kushwaha, Jyoti Singh, Shruti Kumari, Parveen Saroha, Anand Ratna

Maurya, Akash Tyagi, Shalini Chaudhary

Agenda Items

#	Agenda Item	Presenter	Time Allotted
1.	Introduction of team members and roles	All Team Members	15 minutes
2.	Problem Statement selection and rationale	Arjita Singh Kushwaha	5 minutes
3.	Submission and review of Milestone 1 report	Arjita Singh Kushwaha	10 minutes
4.	Discussion on tech stack, user stories, and task management tools	Anand, Shalini, Jyoti	10 minutes
5.	Confirmation of future communication approach	Dev Bhatnagar	5 minutes

Decisions

- 1. Milestone 1 report is approved by the client no modifications required; the team may proceed with the next milestone
- 2. Weekly updates will be shared via G-Space group chat; meetings will be held only if necessary
- 3. Tech stack confirmed: Flask, Vue.js, Crew Al, SQLite, SMTP, Notion for task tracking

4. 10–15 well-defined user stories are acceptable and sufficient for project scope

New Action Items

Action Item	Responsible	Due Date
1. Proceed to work on Milestone 2 and update Jira board	Entire Team	Weekly updates
2. Share screenshots and progress regularly via G-Space	Team Leads (Arjita)	Ongoing
3. Maintain updated Kanban board for client tracking	Scrum Master (Parveen)	Weekly Review

Other Notes & Information

- The client appreciated the team's effort and technical background.
- All introductions were completed in a professional manner with clarity of roles.
- The client emphasized using the Kanban board to track individual responsibilities.
- The team should proactively reach out via chat if they have any doubts.
- Group chat is the preferred mode of communication unless meetings are specifically needed.