Minutes of Meeting – Client Interaction and Review of the beginning of Milestone 3 work

Meeting Information

Objective: To present the project schedule and updated progress (Kanban board, DB schema, frontend, and APIs), allocate tasks, and receive client feedback and suggestions, including AI integration for future improvements.

Date: 22/06/2025

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

Agenda

#	Agenda Item	Time Allotted
1	Introduction to the project schedule	2 minutes
2	Demonstration of Kanban board & task tracking	2 minutes
3	Presentation of database schema	2 minutes
4	Frontend progress	2 minutes
5	Overview of APIs and structure	2 minutes
6	Task allocation & responsibility discussion	2 minutes
7	Client feedback and suggestions	2 minutes

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

Decisions

1. Project schedule was introduced outlining the upcoming milestones and key deliverables.
2. The Kanban board was shown, reflecting completed and pending tasks, helping the team and client assess progress.
3. The database schema was displayed and discussed, ensuring alignment with the frontend and API plan.
4. Frontend updates, including wireframes was reviewed and appreciated.
5. A clear explanation of the API structure and how it connects with the frontend/backend was provided.
6. Team roles and responsibilities were discussed to clarify who is working on what.
7. Client Rajat Goel suggested:
     • Add LLM part in your project and try to finish your next milestone in upcoming week
8. Client appreciated the team's clarity, coordination, and user-focused work.

Action Items

Action Item	Responsible	Due Date
Component design	Shalini, Anand	Ongoing
Software design	Parveen	Ongoing
Frontend development work almost completed	Akash, Shruti, Jyoti	Before next review
API development	Backend Team	Ongoing
Prepare final report and submit before deadline	All	Before deadline

Other Notes & Information
- Meeting was smoothly conducted with full attendance and active participation.
- Project progress including schedule, Kanban board, database schema, frontend, and API was clearly demonstrated and acknowledged by the client.
- Team discussed upcoming responsibilities and showed strong coordination.
- Client emphasized the importance of incorporating features as part of the AI integration.
- The client advised the team to complete the next milestone within the upcoming week.