

Meeting of Minutes – Client Interaction and Milestone 2 Progress Review

Meeting Information

- Objective: To present updated wireframes and Milestone 2 PPT based on user feedback, discuss team contributions, and receive client suggestions for further improvements and next steps.
- Date: 15/06/2025
- 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 Item	Presenter	Time Allotted
1 Presentation of updated wireframes	Akash Tyagi	5 minutes
2 Presentation of Milestone 2 PPT with user stories	Arjita Singh Kushwaha	5 minutes
3 Client feedback and suggestions	Rajat Goel	5 minutes

Decisions

1. Updated wireframes, revised according to user feedback, were presented by Akash and well received.
 2. The Milestone 2 PPT showcasing all user stories was effectively presented by Arjita.
 3. Client Rajat Goel suggested:
 - Adding a Table of Contents (ToC) to the PPT.
 - Creating high-fidelity wireframes for the identified user stories.
 - Beginning work on Milestone 3, including:
 - Designing Database Schema
 - Planning and developing APIs
 4. Team's current progress and coordination were appreciated.
 5. Team agreed to incorporate all feedback and start planning for the next milestone.
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Action Item	Responsible	Due Date
Add table of contents to Milestone 2 presentation	Arjita	Before next review
Create high-fidelity wireframes for identified user stories	Akash & UI Team	Before deadline
Design initial database schema and API structure	Backend Team	Start Immediately
Begin implementation of Milestone 3 tasks	Entire Team	Ongoing

Other Notes & Information

- All team members were present; meeting conducted smoothly.
- Client appreciated the quality of work, user-focused revisions, and clear communication.
- Emphasis on starting early for Milestone 3 to avoid delays.
- Continued use of WhatsApp and G-Space is recommended for quick communication.
- Team is expected to stay proactive, maintain transparency, and adhere to the milestone plan.