**Meeting 4**

**Date and Time:** 09/25/2023

**Place**: Online, Discord voice channel

**Participants:** Siddhesh, Supriya

**Minutes taker:** Supriya

**Timekeeper:** Supriya

**Purpose:** To catch up with the team and learn what has been accomplished to date.

**Agenda:**

1. Discussion of the activities taken thus far
2. Discuss the ideology of the project

**Discussions:**

* Had a broad discussion on the project
* Discussion is had with regard to the project's intended usage of technical concepts like Python Flask, React.
* Discussion for Iteration 0
* Discussion on Discord as a primary communication app for calls as well as discussion on chat.

**Action Items:**

1. To catch up with the team's and the projects' current progress.
2. Complete the iteration 0 presentation and documentations.
3. Learn more about python Flask, React and docker.

**Meeting 3**

**Date and Time:** 09/25/2023

**Place**: Online, Discord voice channel

**Participants:** Ayush, Deepali, Paridhi, Pushkar, Ramya, Siddhesh

**Minutes taker:** Ramya

**Timekeeper:** Ramya

**Purpose:** Status update on each individual’s task after Meeting 2.

**Agenda:**

1. Clarifying doubts amongst each other for each document
2. Updating status and any problems faced during preparing

**Discussions:**

* Paridhi and Ayush working on Progress Report , finalized the contents of the report
* Pushkar and Ramya are going to work on Risk Management and have got started.
* Deepali and Siddhesh are going to complete the SPPP document.
* Siddhesh is going to make the presentation slides.
* Team lead is going to have a call with Supriya to make sure she has all the information before the next class..

**Action Items:**

1. Further progress and complete each individual’s task.
2. Review for the entire team before class and submission.

**Meeting 2**

**Date and Time:** 09/23/2023

**Place**: Online, Discord voice channel

**Participants:** Ayush, Deepali, Paridhi, Pushkar, Ramya, Siddhesh

**Minutes taker:** Deepali

**Timekeeper:** Deepali

**Purpose:** Discussion for Iteration 0 documentation and final project idea

**Agenda:**

1. Discuss the project idea.
2. Discuss and divide the ownership of Iteration 0 deliverables.

**Discussions:**

* Had a broad discussion on how to present our work for the project.
* Finalised the problem we wish to work on as part of the project: it is very easy to get distracted when using social media platforms like YouTube for educational/learning purposes. There are several videos (of short durations) that have clickbait titles and thumbnails, tailored to garner more views. This often leads to falling into a spiral of more such videos, resulting in procrastination and YouTube being counterproductive to the learning process.
* Our project would aim to create a web application where watching educational videos is incentivized by giving the user a certain number of points. The user can later utilise these points to watch entertainment videos.
* We briefly touched upon the approach we would take to implement this solution.

**Key Decisions:**

1. The responsibility to maintain and ensure completion of each deliverable for Iteration 0 was distributed among the team members as follows:
   1. Presentation - Siddhesh
   2. Meeting Minutes - Deepali
   3. Progress Report - Aayush, Paridhi
   4. SPPP Risk Management - Pushkar, Ramya
   5. SPPP / Design Document + Readme - Siddhesh, Deepali
2. We decided on using Python Flask for the back end, React for front end.

**Action Items:**

1. Complete documentation for Iteration 0 submission/presentation till Tuesday (09/26).
2. Everyone needs to update their respective Progress Reports.
3. Conduct/Attend tutorial sessions for Flask, React and docker.

**Meeting 1**

**Date and Time:** 09/18/2023

**Place:** Online, Google Meet

**Participants:** Ayush, Deepali, Paridhi, Pushkar, Ramya, Siddhesh

**Minutes taker:** Siddhesh

**Timekeeper:** Siddhesh

**Purpose:** discussion for initial project idea and local GitHub repo setup

**Agenda:**

1. Discuss about potential project ideas
2. Discuss about lab1 and basic git repo setup
3. Figure a good time for weekly meeting depending on everyone’s availability
4. Decide and assign different roles between team members

**Discussions:**

* Talked about an idea for a project for attention span detection. It's a web application where the user would watch multiple media formats like images, videos and text. While the user watches those, behind the scenes we can calculate users attention span for different media and topics. This attention span can be rated from 1 to 10 where 1 is a low attention span while 10 is a high attention span. If the user receives a low attention span, the web app can suggest ways to improve it. This project idea is still tentative till Thursday (09/21)
* Discussed about initial git repo access and local setup for everyone. Talked briefly about overall GitHub flow while adding new changes to the repo.
* Talked about different roles required while working on the project and assigned these roles among the team members.
* Discussed availability within the week to schedule a weekly meeting for updates

**Key Decisions:**

1. Using Discord as a primary communication app for calls as well as discussion on chat. Whatsapp would be the secondary communication app used mostly for quick and short discussions
2. Weekly status meeting would be every Monday and it would be both in person as well as online where members can decide to attend the meeting together from a library while those who can’t attend in person can attend online.
3. Every meeting would be recorded so that members who miss the meeting due to other commitments can watch it later
4. Roles assignment as follows:

Pushkar - Design Impl Leader

Ramya - QA Leader

Aayush - Security Leader

Paridhi - Requirement Leader

Deepali - Configuration Leader

Siddhesh - Team Leader

**Action Items:**

1. Brainstorm and finalize the project idea by Thursday (09/21)
2. Ayush, Pushkar, Paridhi and Ramya to finish lab1
3. Merge lab1 branch to the main branch once everyone finishes their lab1 individually