



| MEETING MINUTES | |
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| Project Name | Freight Shield |
| Meeting Name | Project Timeline and Initialization Meeting |
| Meeting Facilitator | Amandip Padda |
| Meeting Date | 20 th October 2023 |
| Meeting Details | In this meeting, we followed up from the previous week. Talked about the Project Timeline, made a Gantt Chart, discussed connecting to a Database and finished initializing the MERN stack |
| Meeting Invitees | Alok Paranjape Amandip Padda Mohammed Alharbi Ramanpreet Singh |
| Minutes: | |
| Topic | Summary of Discussion/Decision |
| Project Timeline | Went through different MVPs, and discussed what needs to be done first, in particular, focusing on the Web Application rather than the mobile implementations |
| Gantt Chart | With previous discussion, created a Rough Gantt Chart for scheduling the project |
| Connecting to Database | Discussed options about information needed for each category of client |
| Initializing MERN stack | Was able to set up MERN stack, got the basic React.js page to run |

| Action Items: | | |
|-----------------------------|------------------|---|
| Description of Action | Assigned to | Date Required |
| Create Class Diagram | Ramanpreet Singh | Oct 26 th , 2023 |
| Create Sequence Diagram | Mohammed Alharbi | Oct 26 th , 2023 |
| Review Hi-Fi Prototype with | Amandip Padda | Oct 26 th , 2023 |
| Customer | Alok Paranjape | Oct 26 th , 2023 (next meeting) |