

# WORK DISTRIBUTION AND MEETING MINUTES

## Meeting Minutes

**Date:** October 16, 2025

**Agenda:** Work distribution and milestone planning.

**Discussion:**

- The team reviewed project requirements and deliverables for the upcoming milestone.
- Roles were assigned to each member according to their skills and interests.
- It was decided to divide UI development into three sections: Organizer, Entrant, and Admin.
- The team agreed that all members would collaborate on the storyboard workflow design.

**Outcome:** Clear task allocation and a shared understanding of the project scope.

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**Date:** October 18, 2025

**Agenda:** Progress review and technical setup.

**Discussion:**

- Members presented their initial work and addressed challenges with UI layout and navigation.
- The main structure of the Organizer, Entrant, and Admin interfaces was finalized.
- Manas began setting up GitHub for version control and collaboration.
- Kabir initiated the creation of the product backlog based on project objectives.

**Outcome:** GitHub repository established and UI framework confirmed.

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**Date: October 19, 2025**

**Agenda:** Task refinement and coordination.

**Discussion:**

- Progress updates were shared by each member regarding their assigned components.
- Integration between different UI sections was discussed to ensure smooth workflow.
- Minor adjustments were made to redistribute workload evenly among members.
- The team emphasized maintaining consistent design standards across all interfaces.

**Outcome:** Improved coordination and design consistency across all modules.

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**Date: October 20, 2025**

**Agenda:** Final review and next steps.

**Discussion:**

- The team reviewed completed UI components and discussed final improvements.
- GitHub integration was tested to confirm proper synchronization of project files.
- The storyboard workflow was finalized and verified for alignment with all UI elements.
- Next steps were planned, including documentation and preparation for submission.

**Outcome:** All major components completed and ready for integration and submission.

- **Team members:**

- 1) Manas - Responsible for GitHub integration, helped with CRC and contributed to overall UI design decisions.
- 2) Kabir - Created the product backlog and contributed to overall UI design decisions.
- 3) Kanav - Developed the Organizer UI and assisted in designing the storyboard workflow.
- 4) Tharushi - Developed the Entrant UI and assisted in designing the storyboard workflow.
- 5) Pratyush- Created the CRC cards and contributed to overall UI design decisions.
- 6) Vrinda - Developed the Admin UI and assisted in designing the storyboard workflow.