**CODE GEEKS**

**Minutes of Meeting**

**Date: 09/8/2021**

**Description:** This meeting is scheduled to discuss the project's initial plan and on requirements.

**Attendees:**

* Charan Pottabathini
* Nitesh Reddy Vedulla
* Venkata Aditya Pavan Tripasuri
* Anudeep Raj Kyatham
* Saikrishna Gattu
* Abhiram Nagol
* Chaitanya Maniveer Ganesh Jana
* Manvitha Kancharla

**Things Discussed:**

* Examined the project's scope and objectives.
* Figured the infrastructure to use for the project.
* Discussed each individual’s technical stack and assigned duties based on that information.
* Identified the risks that may occur during the project and how to avoid them together. These risks may include Software failure, Database corruption etc..
* Decided on the technologies and tools that would be utilized to write the code for all of the modules.
* Assigned responsibilities to each member of the team and discussed the time and effort required to execute the work.
* The project deliverables and expected time effort for submission were discussed.
* Created a Kanban board to organize the project timeline, track progress on a daily basis, and keep track of everyone's performance and status.
* Made a list of what to do if there is a failure or a bug in the middle of the project.
* Discussed the importance of unit/system testing when each module is completed in order to maintain robust and scalable software.

**Next steps:**

* Discuss the modules' development and any unresolved issues that have arisen, then hold a working session to complete the task.