Minutes of Meeting

Meeting - 7

Total Attendees	5 - (Divyansh, Harshit, Ayush, Rahul, Patenti Client (Ms. Amrutha Moorthy))
Date of Meeting	17th March 2024
Time of Meeting	5:30 PM - 6:00 PM
Team Number	14
Project Name	Bard Integrated HTML/CSS based Chatbot.

Agendas of Meeting:

- Share weekly progress with the client.

- Completion of basic UI layout.

- Basic error handling implemented.

- Discuss about testing document and how to proceed.

- Discussion about user options functionality implemented.

Decisions taken:

1. **Avoid Overuse of Brand Name:** It was decided to advise against using the brand name excessively in presentations to maintain a more balanced and professional approach.

2. **Proof of Testcases Gathering:** The decision was made to discuss and gather proof of testcases in various forms such as screenshots, terminal logs, etc., ensuring thorough documentation of testing processes for quality assurance.

3. **R1 Presentation Preparation:** Discussions were held regarding the preparation of an R1 presentation for the university level, emphasizing the importance of effectively communicating project progress and milestones.

4. **Content Addition for Chatbot Page Description:** It was decided to add more content to the description of the chatbot page, beyond just the name of the company, to provide users with more context and information.

5. **GitHub Link for Deployment:** The team agreed to provide a GitHub link for deployment, streamlining the deployment process and ensuring efficient collaboration between the team and the client.

Information conveyed:

1. **UI Demonstration:** Rahul demonstrated the completed UI to the client, showcasing the login page and chatbot page for review and feedback.

2. **Feedback on Brand Name Usage:** The client was advised against using the brand name excessively in presentations to maintain a more professional presentation style.

3. **Discussion on Testcases Documentation:** The team discussed gathering proof of testcases in various forms to ensure comprehensive documentation of testing processes for quality assurance.

4. **Client Satisfaction with UI Design:** The client expressed satisfaction with the completed UI design, indicating approval of the current state of the user interface.

5. **Literature Review Discussion:** The completion of a literature review for chatbot scoping was discussed, with plans for further discussions in the following week.

6. **Deployment Arrangements:** The team informed the client about their willingness to carry out deployment from their end, client clarified that it was not mandatory as the client expressed intentions to scale AWS deployment on their end later.

Tasks assigned:

1. **Content Addition for Chatbot Page Description:** The team was tasked with adding more content to the description of the chatbot page beyond just the company name, providing users with additional context and information.

2. **Literature Review for Chatbot Scoping:** The team was assigned the task of completing a literature review focused on scoping in chatbot functionality. They were to gather relevant research and prepare for a discussion on this topic in the following week.

3. **Documentation of Testcases:** It was decided to gather proof of testcases in various forms such as screenshots, terminal logs, etc. The team was assigned the task of documenting testcases comprehensively to ensure quality assurance.

4. **Preparation for R1 Presentation:** Discussions were held regarding the preparation of an R1 presentation for the university level. The team was tasked with planning and organizing the presentation to effectively communicate project progress and milestones.

5. **GitHub Link Provision:** The client agreed to provide a GitHub link for deployment. The team was tasked with coordinating with the client to obtain the GitHub link and ensure smooth deployment.

6. **Optional Deployment Consideration:** The team was informed that deployment from their end was optional, as the client expressed intentions to scale AWS deployment on their end later. They were reminded to clarify deployment arrangements with the client accordingly.

Meeting Notes:

- Rahul demonstrated completed UI to the client. Showed login page, chatbot page.

- Client advised to not use Patenti name everywhere for presentation.

- Discussed about gathering proof of testcases in the form of screenshots, terminal logs etc.

- Client is satisfied with the design for now.

- Discussed about R1 presentation for the university level.

- Asked to add some content for description of chatbot page not just name of the Company.

- Asked to complete literature review for scoping in chatbot and discuss next week.

- Client is alright with providing a GitHub link for deployment.

- The team informed the client that they are alright with deployment from their own end only.

- Client informed that they want to scale the AWS deployment on their end later, the deployment from the team is completely not mandatory.