Batch - **BH\_INTQEA25SDGN003\_QEA\_SDET\_CHN**

Corporate Conversation:

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   AI-generated content may be incorrect.New Project requirement mail from the client side
2. A screenshot of a computer

   AI-generated content may be incorrect.Acknowledgement mail from the manager side to client side
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| Minutes of Meeting |

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| Meeting Date and Time | 20th July 2025, 12.00PM |
| Meeting Organization | Aniket Pal |
| Minutes Drafted Date | 20th July 2025 |
| Meeting Title | Kick start meets for the Skill Barter System Website |

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| Attendees |

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| Client | Asray Kumar |
| Client’s representative | Venkata Sankeerth Bandlapalli |
| Project manager | Aniket Pal |
| Team Lead | Abhigyan Mandal |
| Developer one | Sai Kamalesh Sadhu |
| Developer two | Manav Sahay |
| Developer three | Kashish  Barnwal |

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| Brief Description/Agenda |
| The purpose of this kick-off meeting was to officially launch the backend development project for the Skill Barter System. The agenda covered introductions, a review of the project scope, an initial discussion of key backend requirements (payment gateway and course access), an overview of the proposed project plan, and defining the immediate next steps and action items. |

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| Summary of Discussion |
| **Introductions:** All attendees introduced themselves and their roles; the development team's expertise was highlighted. |
| **Project Scope and Objectives Review:** The project aims to enable seamless user payment and instant course content access via a robust backend. |
| **High-Level Discussion of Backend Requirements:**   * ***Payment Gateway Integration:*** A secure and reliable payment gateway is needed, with specific options to be decided during the detailed design phase. * ***Course Access Logic:*** Instant course access upon successful payment, along with a critical verification mechanism, was confirmed. * ***Spring Boot Framework:*** Spring Boot was confirmed as the backend technology due to its robustness, scalability, and efficiency. |
| **Overview of Proposed Project Plan:** A preliminary project plan outlining phases (analysis, design, development, testing, deployment) and high-level timelines was presented. |
| **Q&A and Clarifications:** Questions concerning payment security, future scalability, and data structures will be addressed in the detailed documentation. |
| Meeting Conclusion | |
| The meeting successfully kicked off the Skill Barter System backend development project. All stakeholders are aligned on the primary objectives and the structured approach. The immediate focus is on comprehensive requirement analysis and technical design to lay a solid foundation for development. Regular communication and iterative approvals will be key to success. | |

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| Action Items |

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| Action Item | Assigned To | Deadline | Status |
| Refine Technical Requirements & Design Document (FSD) | Abhigyan Mandal | 23rd July | In progress |
| Research & Propose Payment Gateway API Integrations | Manav Sahay | 27th July | To do |
| Design Core Database Schema (Users, Payments, Courses, Access) | Kashish  Barnwal | 27th July | To do |
| Set up Initial Spring Boot Project Structure & Repositories | Sai Kamalesh Sadhu | 27th July | To do |

1. Kick Start mail from Team Lead to Project Manager

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1. Development mail from Team Lead to Team members

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1. Acknowledgement mail from each Developer to Team lead
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   AI-generated content may be incorrect.Developer two to Team Lead
4. A screenshot of a email

   AI-generated content may be incorrect.Developer Three to Team Lead
5. Project report from Team Lead to Project Manager

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1. A screenshot of a computer

   AI-generated content may be incorrect.Project Completion mail from Manager to Client
2. Successful Completion Mail from Client to Manager

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