AI TASK MASTER
Meeting Document

Project Supervisor:

Dr. Khadoon Khurshid

Project Members:

Faisal Ilyas	2022-CS-63
Gul-e-Zahra	2022-CS-75
Jaffer Hussain	2022-CS-76
Amna Nadeem	2022-CS-96

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Sprint Planning Meeting

Meeting Details

Date	February 17, 2025
Location	Online
Attendees	Faisal Ilyas, Gul-e-Zahra, Amna Nadeem, Jaffer Hussain
Duration	2 Hours

Agenda

Topic	Discussion Points
Introduction & Sprint Goals	Define the sprint objectives, key deliverables, and expected challenges.
Project Overview & Problem Statement	Review AI Task Master's purpose, identify student challenges, and refine the problem statement.
Feature Prioritization & Market Analysis	Finalize initial features, analyze market gaps, and define AI-driven solutions.
Technical Approach & Development Plan	Discuss AI frameworks, APIs, and technical dependencies for implementation.
Task Assignment & Responsibility Allocation	Assign tasks for each team member based on sprint priorities.
Business & Monetization Strategy	Discuss pricing models, partnerships, and compliance considerations.
Wrap-Up & Next Steps	Review decisions, set deadlines

Expected Outcomes

- Clearly defined sprint goals and priorities.

- Assigned tasks for each team member.

- Agreed on technical implementation and AI approach.

- Finalized business model and compliance considerations.

- Confirmed next steps

Daily Stand-up Meeting

Finalizing Project Scope

Day: Monday
Date: February 17, 2025
Location: Onsite(LAB-2)
Attendees: Faisal Ilyas, Gul-e-Zahra, Amna Nadeem, Jaffer Hussain
Time: 12:00 pm – 12:15 pm

Updates

- Faisal: Outlined the core functionalities of AI Task Master.
- Gul-e-Zahra: Identified initial market gaps in existing solutions.
- Amna: Reviewed how AI scheduling can improve user experience.
- Jaffer: Researched potential consumer interest in AI-driven task managers.

Blockers

- Need more data on specific student pain points.

Next Standup: February 18, 2025 (Online)

Daily Stand-up Meeting

Market Gaps and Consumer Needs
Day: Tuesday
Date: February 18, 2025
Location: Online
Attendees: Faisal Ilyas, Gul-e-Zahra, Amna Nadeem, Jaffer Hussain
Time: 4:00 pm – 4:15 pm

Updates

- Faisal: Defined the unique aspects of AI-powered scheduling.
- Gul-e-Zahra: Analyzed competitor gaps in task automation.
- Amna: Gathered insights on user preferences for scheduling tools.
- Jaffer: Compared consumer adoption trends for AI task assistants.

Blockers

- Need deeper research on AI-driven personalization.

Next Standup: February 19, 2025 (Online)

Daily Stand-up Meeting

AI Scheduling Needs
Day: Wednesday
Date: February 19, 2025
Location: Online
Attendees: Faisal Ilyas, Gul-e-Zahra, Amna Nadeem, Jaffer Hussain
Time: 1:30 pm – 1:45 pm

Updates

- Faisal: Discussed why traditional scheduling methods are inefficient.

- Gul-e-Zahra: Researched how AI can improve dynamic scheduling.

- Amna: Explored real-time AI task adjustments based on user needs.

- Jaffer: Assessed the demand for automated scheduling in education.

Blockers

- Need more user feedback on AI-driven scheduling preferences.

Next Standup: February 20, 2025 (Online)

Daily Stand-up Meeting

Refining Consumer Insights
Day:Thursday
Date: February 20, 2025
Location: Online
Attendees: Faisal Ilyas, Gul-e-Zahra, Amna Nadeem, Jaffer Hussain
Time: 5:00 pm – 5:15 pm

Updates

- Faisal: Reviewed how students currently manage their tasks.
- Gul-e-Zahra: Identified barriers to AI adoption among students.
- Amna: Evaluated common pain points in scheduling tools.
- Jaffer: Compared pricing models for AI-powered tools.

Blockers

- Need validation from potential users on pricing feasibility.

Next Standup: February 21, 2025 (Online)

Daily Stand-up Meeting

Finalizing Market Positioning
Day: Friday
Date: February 21, 2025
Location: Onsite (Library)
Attendees: Faisal Ilyas, Gul-e-Zahra, Amna Nadeem, Jaffer Hussain
Time: 11:00 pm – 11:15 pm

Updates

- Faisal: Defined how AI Task Master differentiates from competitors.

- Gul-e-Zahra: Confirmed *market needs for AI-driven productivity tools*.

- Amna: Evaluated ways to make AI scheduling user-friendly.

- Jaffer: Assessed consumer interest in freemium vs. premium models.

Blockers

- Need further validation of freemium feature expectations.

Next Standup: February 22, 2025 (Online)

Daily Stand-up Meeting

Key Findings and Adjustments
Day: Saturday
Date: February 22, 2025
Location: Online
Attendees: Faisal Ilyas, Gul-e-Zahra, Amna Nadeem, Jaffer Hussain
Time: 3:00 pm – 3:15 pm

Updates

- Faisal: Refined the AI model's usability based on research.

- Gul-e-Zahra: Proposed adjustments to market strategy.

- Amna: Suggested ways to improve task tracking features.

- Jaffer: Reviewed AI Task Master's competitive pricing.

Blockers

- Need clarity on long-term AI adaptability for scheduling.

Next Standup: February 23, 2025 (Online)

Daily Stand-up Meeting

Sprint Wrap-Up and Next Goals Day: Sunday
Date: February 23, 2025
Location: Online
Attendees: Faisal Ilyas, Gul-e-Zahra, Amna Nadeem, Jaffer Hussain
Time: 2:30 pm–2:45 pm

Updates

- Finalized key AI functionalities for scheduling.

- Market positioning strategy completed.

- AI Task Master's core features reviewed.

Blockers

- No critical blockers; ready for the next sprint.

Next Sprint Planning Meeting: March 24, 2025 (Online)