🗓 Minutes of Meeting (MOM)

Project: Calculator Application Development
Date: 12-11-2025
Time: 11:00 AM – 12:00 PM IST
Location: Project Conference Room / MS Teams
Meeting Type: Requirement Gathering & Project Kick-off Meeting

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1. Attendees

Name	Role
Mr. Rohan Verma	Product Manager
Ms. Neha Kapoor	Business Analyst
Mr. Amit Sharma	Engineering Manager
Ms. Priya Nair	QA Lead
Mr. Siddharth Singh	UX/UI Designer
Mr. Rajeev Mehta	Project Sponsor
Mr. Jaishiv Awasthi	AI/ML & Software Engineer (Dev)

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2. Meeting Objective

To gather and finalize the business requirements for the **Calculator Application**, establish scope, define features, identify constraints, and outline next steps to proceed with BRD creation and story development.

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3. Project Overview

The goal is to develop a **simple, cross-platform Calculator Application** supporting basic arithmetic operations with clean UI, high accuracy, and error-free handling.

The calculator will be initially available as a **web application**, with future consideration for mobile.

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4. Business Requirements Discussed

4.1 Core Features

1. **Addition (+)**
2. **Subtraction (−)**
3. **Multiplication (×)**
4. **Division (÷)**
5. **Clear / Reset functionality**
6. **Decimal number support**
7. **Keyboard input support**
8. **Responsive UI for web**

4.2 Non-Functional Requirements

1. **Performance:**

 * All operations should respond within **<100 ms**.
2. **Usability:**

 * Buttons must be large, clear, and accessible.
3. **Compatibility:**

 * Supports Chrome, Firefox, Edge (latest 2 versions).
4. **Scalability:**

 * Architecture prepared for adding advanced functions later.
5. **Security:**

 * No user data stored; safe execution in browser sandbox.
6. **Reliability:**

 * Controlled error handling such as division by zero.

4.3 User Interface Requirements

1. Simple, clean layout with a keypad and display area.
2. Display area should show:

 * ongoing input
 * last operation performed
 * result
3. Mobile-friendly layout using responsive design.

4.4 Constraints & Known Limitations

* Initial phase includes **only basic arithmetic**.
* No scientific calculator features in Phase-1.
* No user login or persistence required.

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5. Technical Requirements

1. **Frontend:** React / HTML+CSS+JS (final tech to be confirmed by engineering team).
2. **Backend:** Not required (client-side logic only).
3. **Testing:** Cypress or Jest for unit/UI tests.
4. **Deployment:** GitHub Pages / AWS S3 (final choice pending).

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6. Risks Identified

1. Scope creep if advanced calculator features are requested later.
2. UI-performance issues on low-end mobile browsers (low impact).

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7. Deliverables & Owners

Deliverable	Owner	Target Date
Create BRD	Business Analyst (Neha Kapoor)	15-11-2025
UI Mockups	UX Designer (Siddharth Singh)	17-11-2025
Jira Stories	Engineering Manager (Amit Sharma)	20-11-2025
Development Repository Setup	Dev Lead (Jaishiv Awasthi)	22-11-2025
QA Test Plan	QA Lead (Priya Nair)	25-11-2025

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8. Decisions Taken

1. Phase-1 will include only basic features (Add, Sub, Mul, Div).
2. UI will be minimalistic and responsive.
3. Development will follow agile with 2-week sprints.
4. No backend server for v1.

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9. Action Items

Action Item	Owner	Deadline
Prepare BRD draft for approval	Neha Kapoor	15-11-2025
Create initial UI wireframes	Siddharth Singh	17-11-2025
Confirm tech stack after PoC	Amit Sharma	18-11-2025
Set up Git repo + boilerplate code	Jaishiv Awasthi	22-11-2025

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10. Next Meeting

Date: 18-11-2025
Agenda:

* Review BRD
* Finalize UI
* Create sprint-1 plan

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11. Meeting Notes Summary

The team aligned on creating a simple, accurate, browser-based calculator with basic features. UI will be easy-to-use, and architecture will allow future expansion. BA will draft BRD based on this MOM.