



## **IT314 Software Engineering**

### **Minutes of the meetings**

## **Project: Guesthouse Management System**

**Prepared by**  
**Group 6**

### **Group Members**

202101048 Jay Malaviya    202101068 Divyam Thacker  
202101069 Dev Changela    202101033 Mehul Raval  
202101066 Jay Parikh    202101090 Vraj Thakkar  
202101085 Suyash Bhagat    202101073 Ayush Mangroliya  
202101012 Kirtan Mevada    202101045 Meet Patel

**Under the guidance of**  
**Prof. Saurabh Tiwari and**  
**TA Shrut.**

# **Meeting 1**

**Meeting Date:** 3rd August

**Meeting Time:** 4pm

**Meeting Location:** Hostel and G-Meet

## **Attendees:**

202101048 Jay Malaviya

202101068 Divyam Thacker

202101066 Jay Parikh

202101012 Kirtan Mevada

202101033 Mehul Raval

202101085 Suyash Bhagat

202101073 Ayush Mangroliya

202101045 Meet Patel

202101090 Vraj Thakkar

202101069 Dev Changela (online)

## **Agenda Items:** Introduction

**Meeting Minutes:** Introduction by name, learning technological grasp of each member and their specialities and choosing a leader. (Jay Malaviya is chosen to be leader).

## **Adjournment:**

The meeting was adjourned at 6 pm by Divyam Thacker.

## **Next Meeting:**

8th August, 9 pm, LT 1

## **Action Items for Next Meeting:**

- Deciding the flow of the team and the application to be made
- Introduction to technologies by the experienced members
- Identify stakeholders and their roles

## **Meeting 2**

**Meeting Date: 8th August**

**Meeting Time: 9PM**

**Meeting Location: Hostel and G-Meet**

**Attendees:**

**202101048 Jay Malaviya**

**202101068 Divyam Thacker**

**202101066 Jay Parikh**

**202101012 Kirtan Mevada**

**202101033 Mehul Raval**

**202101085 Suyash Bhagat**

**202101073 Ayush Mangroliya**

**202101045 Meet Patel**

**202101090 Vraj Thakkar**

**202101069 Dev Changela (online)**

**Agenda Items: Discuss project goals and objectives**

**Define scope and timelines**

**Identify stakeholders and their roles**

**Thinking on Design activity.**

**Agree on next steps**

**Meeting Minutes: Brainstorming on the project and conclusion from ideas.**

**Adjournment:**

**The meeting was adjourned at 11:30 pm by Jay Malaviya.**

**Next Meeting:**

**10th August, 4pm, Hostel**

**Action Items for Next Meeting:**

**Some technologies, like git and github, to learn.**

## **Meeting 3**

**Meeting Date: 10th August**

**Meeting Time: 4 PM**

**Meeting Location: Hostel and G-Meet**

**Attendees:**

**202101048 Jay Malaviya**

**202101068 Divyam Thacker**

**202101066 Jay Parikh**

**202101012 Kirtan Mevada**

**202101033 Mehul Raval**

**202101085 Suyash Bhagat**

**202101073 Ayush Mangroliya**

**202101045 Meet Patel**

**202101090 Vraj Thakkar**

**202101069 Dev Changela (online)**

**Agenda Items: Discuss user experience and interface design**

**Identify technical requirements and constraints.**

**Meeting Minutes: Everyone started learning technology through different resources, some basic concepts were discussed and doubts resolved.**

**Adjournment:**

**The meeting was adjourned at 5 pm by Jay Malaviya.**

**Next Meeting:**

**22th August, 9 PM , Hostel**

**Action Items for Next Meeting:**

**Assigning roles and responsibilities, starting design thinking, solving doubts of people new to technology.**

## **Meeting 4**

**Meeting Date: 22nd August**

**Meeting Time: 9PM**

**Meeting Location: Hostel**

**Attendees:**

**202101048 Jay Malaviya**

**202101068 Divyam Thacker**

**202101066 Jay Parikh**

**202101012 Kirtan Mevada**

**202101033 Mehul Raval**

**202101085 Suyash Bhagat**

**202101073 Ayush Mangroliya**

**202101045 Meet Patel**

**202101090 Vraj Thakkar**

**202101069 Dev Changela**

**Agenda Items: Produce user stories for the project.**

**Meeting Minutes: Produced user stories related to the project and did requirements elicitation.**

**Assigning roles and responsibilities, starting design thinking, solving doubts of people new to technology.**

**Adjournment:**

**The meeting was adjourned at 11:30 pm by Jay Malaviya.**

**Next Meeting:**

**12th September, 9PM, Hostel**

**Action Items for Next Meeting:**

## **Meeting 5**

**Meeting Date: 12th September**

**Meeting Time: 9PM**

**Meeting Location: Hostel**

**Attendees:**

**202101048 Jay Malaviya**

**202101068 Divyam Thacker**

**202101066 Jay Parikh**

**202101012 Kirtan Mevada**

**202101033 Mehul Raval**

**202101085 Suyash Bhagat**

**202101073 Ayush Mangroliya**

**202101045 Meet Patel**

**202101090 Vraj Thakkar**

**202101069 Dev Changela**

**Agenda Items: Making of Activity Diagram for various sprints of the project.**

**Meeting Minutes:**

**Adjournment:**

**The meeting was adjourned at 12:00 am by Jay Malaviya.**

**Next Meeting:**

**14th September, 9 pm, Hostel**

**Action Items for Next Meeting:**

**Designing the frontend UI.**

## **Meeting 6**

**Meeting Date: 14th September**

**Meeting Time: 9PM**

**Meeting Location: Hostel**

### **Attendees:**

**202101048 Jay Malaviya**  
**202101068 Divyam Thacker**  
**202101066 Jay Parikh**  
**202101012 Kirtan Mevada**  
**202101033 Mehul Raval**  
**202101085 Suyash Bhagat**  
**202101073 Ayush Mangroliya**  
**202101045 Meet Patel**  
**202101090 Vraj Thakkar**  
**202101069 Dev Changela**

### **Agenda Items:**

**Design the frontend UI**

### **Meeting Minutes:**

**First version of UI. Suggestions made, updates made and UI is finalized.**

### **Adjournment:**

**The meeting was adjourned at 1:30 am by Jay Malaviya.**

### **Next Meeting:**

**15th September, 10 PM , Hostel**

**Action Items for Next Meeting:** Everyone should get started with the work assign and if doubts pertain, then they might be cleared in the next meeting.

## **Meeting 7**

**Meeting Date:** 15th September

**Meeting Time:** 10PM

**Meeting Location:** Hostel

**Attendees:**

202101048 Jay Malaviya  
202101068 Divyam Thacker  
202101066 Jay Parikh  
202101012 Kirtan Mevada  
202101033 Mehul Raval  
202101085 Suyash Bhagat  
202101073 Ayush Mangroliya  
202101045 Meet Patel  
202101090 Vraj Thakkar  
202101069 Dev Changela

**Agenda Items:**

Start with the frontend work.

Design UI for the other webpages of the project.

**Meeting Minutes:**

Design templates for UI were laid and finalized. The front-end work started.

**Adjournment:**

The meeting was adjourned at 1:30 am by Jay Malaviya.

**Next Meeting:**

18th September, 10 pm, Hostel

**Action Items for Next Meeting:**



Initialize the frontend and start building the code. Getting done with the design.

## **Meeting 8**

**Meeting Date: 18th September**

**Meeting Time: 10PM**

**Meeting Location: Hostel**

**Attendees:**

**202101048 Jay Malaviya**

**202101068 Divyam Thacker**

**202101066 Jay Parikh**

**202101012 Kirtan Mevada**

**202101033 Mehul Raval**

**202101085 Suyash Bhagat**

**202101073 Ayush Mangroliya**

**202101045 Meet Patel**

**202101090 Vraj Thakkar**

**202101069 Dev Chhangela**

**Agenda Items:**

Initialize the frontend and start building the code. Getting done with the design.

**Meeting Minutes:**

The team discussed the functional components in react for the website as it is recommended for both stateless or stateful.

**Adjournment:**

The meeting was adjourned at 11:30 pm by Divyam Thacker.

**Next Meeting:**

**20th September, 10pm, Hostel.**

**Action Items for Next Meeting:**

Continuing with the coding part and learning along with.

## **Meeting 9**

**Meeting Date: 20th September**

**Meeting Time: 10 PM**

**Meeting Location: Hostel**

**Attendees:**

**202101048 Jay Malaviya**

**202101068 Divyam Thacker**

**202101066 Jay Parikh**

**202101012 Kirtan Mevada**

**202101033 Mehul Raval**

**202101085 Suyash Bhagat**

**202101073 Ayush Mangroliya**

**202101045 Meet Patel**

**202101090 Vraj Thakkar**

**202101069 Dev Changela**

**Agenda Items:**

**Continuing the coding part and learning along with.**

**Meeting Minutes: Frontend team and backend team people continued the work while maintaining the sync between them. Some people were still in the learning phase as this was new for them. Rest of the team helped coders by any means they could.**

**Adjournment:**

**The meeting was adjourned at 12 AM by Jay Malaviya.**

**Next Meeting:**

**4th October, 10 PM, Hostel**

**Action Items for Next Meeting:**  
**Adding more features to the app**

## **Meeting 10**

**Meeting Date: 4th October**

**Meeting Time: 10 PM**

**Meeting Location: Hostel**

**Attendees:**

**202101048 Jay Malaviya**  
**202101068 Divyam Thacker**  
**202101066 Jay Parikh**  
**202101012 Kirtan Mevada**  
**202101033 Mehul Raval**  
**202101085 Suyash Bhagat**  
**202101073 Ayush Mangroliya**  
**202101045 Meet Patel**  
**202101090 Vraj Thakkar**  
**202101069 Dev Changela**

**Agenda Items:**

**Adding more features on the website.**

**Meeting Minutes: The teams tried to enhance the system, improved the UI etc. and continued with the designated work.**

**Adjournment:**

**The meeting was adjourned at 1:30 am by Malaviya Jay.**

**Next Meeting:**

**25th October, 10 pm, Hostel**

**Action Items for Next Meeting:**

**Sharing the remaining portion of the work.**

# **Meeting 11**

**Meeting Date: 25th October.**

**Meeting Time: 10PM**

**Meeting Location: Hostel**

**Attendees:**

**202101048 Jay Malaviya**

**202101068 Divyam Thacker**

**202101066 Jay Parikh**

**202101012 Kirtan Mevada**

**202101033 Mehul Raval**

**202101085 Suyash Bhagat**

**202101073 Ayush Mangroliya**

**202101045 Meet Patel**

**202101090 Vraj Thakkar**

**202101069 Dev Changela**

**Agenda Items:**

**Sharing the remaining portion of the work.**

**Meeting Minutes: Jay M, Divyam, Kirtan, Meet, Suyash, Mehul, Jay P were in the coding and developing team. Dev, Ayush, Vraj were in the documentation and testing team. If anyone wants to change roles, they can but have to pass on their work to somebody else properly to maintain the consistency.**

**Adjournment:**

**The meeting was adjourned at 2:30 am by Jay Malaviya.**

**Next Meeting:**

**7th November, 10 PM , Hostel**

**Action Items for Next Meeting:**

**To gather all the work done by different teams and verify it.**

## **Meeting 12**

**Meeting Date: 7th November.**

**Meeting Time: 10PM**

**Meeting Location: Hostel**

**Attendees:**

**202101048 Jay Malaviya**

**202101068 Divyam Thacker**

**202101066 Jay Parikh**

**202101012 Kirtan Mevada**

**202101033 Mehul Raval**

**202101085 Suyash Bhagat**

**202101073 Ayush Mangroliya**

**202101045 Meet Patel**

**202101090 Vraj Thakkar**

**202101069 Dev Changela**

**Agenda Items: To gather all the work done by different teams and verify it.**

**Meeting Minutes: Final discussion before In-sem break. Finishing off the remnants of tasks.**

**Verifying all the work done by the teammates. There is still some work to be completed.**

**Assignment of the unfinished business.**

**The meeting was adjourned at 12AM by Jay Malaviya.**

**Note:**

**→ The minutes of the meetings mentioned above are only the general meets that were held. Individually many more meetings were planned and had been executed of which we did not keep track of.**

→ Any communication carried outside of the general meetings are also not included here (casual conversations).

→ Also the work pertained till the last week before end semester exams.

---