

PROGRESS REPORT – MINUTES OF MEETING

WEEK : <1/1 > | MEETING ORGANIZER:<Jhansi Lakshmi>

MEETING ATTENDEES:

Spandana Kollipara (1002126792)
Varshith Konduru((1002132051)
Lakshmi Naga Vishnu Babu Korrapati(1002069537)
Devashish Sanjay Kumar (1002157097)

meeting date & time: FEB 12th

**Meetingnote-taker: <Jhansi
Lakshmi>**

MEETING MODALITY : Virtual

TASKS TO BE PERFORMED THIS WEEK:

project phase: 2

Task Name(s) :

<name of task(s)> :

- Review phase requirements and guidelines.
- Set up project environment and version control.
- Create initial wireframes/mockups for static pages.

Spandana Kollipara
Jhansi Lakshmi Kommalapati
Lakshmi Naga Vishnu Babu Korrapati
Varshith Konduru
Devashish Sanjay Kumar

Number of hours allocated:

Actual hours put in : <per member> 6hrs

MileStones achieved in previous week:

<name of task(s)> : understanding about phase 2 description clearly and started doing the phase2

Are all members equally contributing: YES

**Comments by Note-Taker: Assigned work
individually.**

PROGRESS REPORT – MINUTES OF MEETING

week : <2/1 > | meeting

organizer:<SpandanaKollipara> Meeting attendees:

Varshith Konduru((1002132051)

Jhansi Lakshmi Kommalapati (1002070510)

Lakshmi Naga Vishnu Babu Korrapati(1002069537)

Devashish Sanjay Kumar (1002157097)

meeting date & time: Feb 19th Meeting note-taker:

<Spandana Kollipara>

MEETING MODALITY : In-Person

TASKS TO BE PERFORMED THIS WEEK:

project phase: 2

Task Name(s) :

<name of task(s)> :

- Develop HTML structure for static pages.
- Incorporate responsive design principles.
- Implement CSS styles according to design specifications.

Spandana Kollipara

Jhansi Lakshmi Kommalapati

Lakshmi Naga Vishnu Babu Korrapati

Varshith Konduru

Devashish Sanjay Kumar

< !----- Additional comments regarding tasks -----!>

Number of hours allocated:

Actual hours put in : <per member> 7hrs

MileStones achieved in previous week:

- Reviewed phase requirements and guidelines.
- Assigned tasks and responsibilities to team members.
- Set up project environment and version control.

Are all members equally contributing : yes.

Comments by Note-Taker:

Meeting Start: 6:30 PM

Meeting End : 8:30Pm

PROGRESS REPORT – MINUTES OF MEETING

week : <3/1 >

/ meeting organizer:<Vishnu Korrapati>

Meeting attendees:

Spandana Kollipara (1002126792)
Varshith Konduru((1002132051)
Jhansi Lakshmi Kommalapati (1002070510)
Devashish Sanjay Kumar (1002157097)

meeting date & time: Feb 25th

Meeting note-taker: <Vishnu korrapati>

MEETING MODALITY : Virtual

TASKS TO BE PERFORMED THIS WEEK:

project phase: 2

Task Name(s) :

- Prepare submission materials, including documentation and comments.
- Optimize performance and accessibility of static pages.
- Host the website on UTA Cloud and verify accessibility.

Spandana Kollipara

Jhansi Lakshmi Kommalapati

Lakshmi Naga Vishnu Babu Korrapati

Varshith Konduru

Devashish Sanjay Kumar

< !----- Additional comments regarding tasks -----!>

Number of hours allocated:

Actual hours put in : <per member> 8hrs

MileStones achieved in previous week:

<name of task(s)> Developed HTML structure for static pages.

Are all members equally contributing : Yes

Meeting Start: 10:00 AM

Meeting End: 3:00 PM

week : <4/1 >

/ meeting organizer:<Kumar Devashish>

Meeting attendees:

Spandana Kollipara (1002126792)

Varshith Konduru((1002132051)

Jhansi Lakshmi Kommalapati (1002070510)

Vishnu Korrapati(1002069537)

meeting date & time: March 1st

Meeting note-taker: <Kumar Devashish>

MEETING MODALITY : Virtual

TASKS TO BE PERFORMED THIS WEEK:

project phase: 2

Task Name(s) :

- Final review of submission materials.
- Confirm completeness and correctness of the project.
- Submit the project according to the provided guidelines.
- Make final adjustments if necessary.

Spandana Kollipara

Jhansi Lakshmi Kommalapati

Lakshmi Naga Vishnu Babu Korrapati

Varshith Konduru

Devashish Sanjay Kumar

< !----- Additional comments regarding tasks -----!>

Number of hours allocated:

Actual hours put in : <per member> 8hrs

MileStones achieved in previous week:

<name of task(s)> Hosted the website on UTA Cloud and verified accessibility.

Are all members equally contributing : Yes

Meeting Start: 10:00 AM

Meeting End: 3:00 PM

