Team Meeting Log 2 – 27/09/2025

# Meeting 1

Date: 27/09/2025 Saturday

Time: 15:00 to 15:30

Attendees: ALL - Shalini, Huda, Hina, Priyanka, Karan

Place/Platform: WhatsApp

Duration: 30minutes

## Discussion

• Need to design user personas to represent cyclists and/or pedestrians.  
• Repository needs a clear README for setup and project overview. • Proper repo structure and workflow needed for collaboration.

## Research/Decisions Needed to be Made

• Decide what data sources to base them the 3 personas on.  
• Confirm sections required (project intro, tools, team members, contribution guide). • Confirm branch naming, folder organization, and PR process.

## Tasks Assigned

• Personas – Huda and Hina • Readme – Shalini  
• GitHub – Karan

## Next Meeting

Date & Time: Saturday evening

# Meeting 2 (Scheduled Call till December)

Date: 27/09/2025 Saturday

Time: 20:12 to 20:46

Attendees: ALL - Shalini, Huda, Hina, Priyanka, Karan

Place/Platform: Microsoft Teams

Duration: 34minutes

## Discussion

• Need structured tracking of tasks, deadlines, and progress.  
• Since you may not have direct user access in New York, how can you test the app?

## Research/Decisions Needed to be Made

• Confirm project management tool and learn its functionalities.  
• Early prototype is needed for visualizing navigation and safety features.

## Tasks Assigned

• Jira – Shalini and Karan • Prototype – Priyanka and Huda

## Next Meeting

Date & Time: Sunday afternoon