Team Meeting Log6 – 01/10/2025

# Meeting 1

Date: 01/10/2025 Wednesday

Time: 09:15 to 09:56

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

Place/Platform: WhatsApp

Duration: 41minutes

## Discussion

• Each member updated progress on their assigned tasks. • Focus on finishing up all tasks that are close to completion. • Agreed to set an earlier internal deadline for editing and uploading individual 1-minute videos.

## Research/Decisions Needed to be Made

• Team member working on presentation slides requested content and input from all members. • Confirm the structure of presentation slides. • Prepare, edit, and submit videos.

## Tasks Assigned

• Huda – Video editing and management • Priyanka – Presentation slides • Remaining group works on finishing up their tasks.

## Next Meeting

Date & Time: Wednesday evening

# Meeting 2 (Scheduled Call till December)

Date: 01/10/2025 Wednesday

Time: 20:31 to 21:02

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

Place/Platform: Microsoft Teams

Duration: 31minutes

## Discussion

• Confirmed that all daily meeting logs will be double-checked. • Reviewed presentation slides and ensured all content areas are covered.

## Research/Decisions Needed to be Made

• Ensure relevant Jira tickets are marked as completed. • Final GitHub repo cleanup, confirm branch merges before deadline. • Upload submissions.

## Tasks Assigned

• Karan – Jira and GitHub management • Shalini – Meeting logs management • Priyanka – Medium-fidelity • Entire group help each other to ensure all tasks and presentation slides are finished and uploaded successfully.

## Next Meeting

Date & Time: Thursday afternoon