Team Meeting Log 8 – 03/10/2025

**Meeting 1**

Date: 03/10/2025 Friday

Time: 13:30 to 14:00

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

Place/Platform: In Class

Duration: 30minutes

**Discussion**

* Along with daily Meeting Logs, one weekly Retrospective document is required.
* Future tasks must be listed in Jira for the upcoming week, not just completed tasks.
* Must have a project management folder in GitHub including resource allocation and a Gantt chart per week.
* README should only include top-level project and architecture info.
* Arrange an informal online Teams meeting with Andrea (mentor) on Tuesday 11am.

**Research/Decisions Needed to be Made**

* Decide on retrospective template and standard format for weekly reflections.
* Confirm structure of project management folder in GitHub.
* Confirm branch naming, folder organization, and PR process.

**Next Meeting**

Date & Time: Friday evening

**Meeting 2 (Scheduled Call till December)**

Date: 03/10/2025 Friday

Time: 20:07 to 21:05

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

Place/Platform: Microsoft Teams

Duration: 58 minutes

**Discussion**

* Prioritize weekly sprint tasks and divided ownership.
* Agreed to first focus on technical research: routing APIs, data cleaning pipeline, and pedestrian survey.
* Pedestrian survey draft questions planned

**Research/Decisions Needed to be Made**

* Confirm best API option by running test routes.

**Tasks Assigned**

* Karan – Research OSM vs. Mapbox APIs
* Huda– Draft pedestrian survey form.

**Next Meeting**

Date & Time: Saturday