

Minutes of Meeting – 3rd June 2025

Attendees: Khush Poddar, Harshal More, Anuj Lamba, Shikhar Singh Negi, Omkar Sanwatsarkar

Duration: 30 minutes

Platform: Conference Call

Agenda:

- Establish communication methods
- Align on initial project understanding
- Plan repository setup and version control
- Set goals for the next meeting

Key Discussion Points:

- All team members agreed to use the WhatsApp group for quick updates and informal coordination.
- For more detailed discussions and planning, Google Meet will be used regularly starting next week.
- A GitHub repository will be created and shared with all team members to manage version control collaboratively.
- Everyone will install GitHub Desktop to simplify pushing, pulling, and committing changes.
- All members are expected to read and understand the project brief thoroughly before the next meeting.
- The team acknowledged the importance of using clear commit messages and maintaining an organized folder structure in the repository.
- A meeting_minutes/ folder will be maintained in the repo to track team discussions.
- Weekly check-ins will be planned to ensure sprint-wise progress.
- We will begin work on the project plan assignment in the next meeting, including objectives, sprint breakdown, and role division.
- Good documentation and consistent Git activity (pull requests, issues, commits) were agreed upon as group standards.

Action Items:

Task	Assigned To	Deadline
Set up GitHub repository	Khush	7th June
Install GitHub Desktop	All Members	7th June
Read the project brief and prepare notes	All Members	7th June

Next Meeting:

Date: 7th June 2025

Agenda: Begin writing the project plan (objectives, roles, sprints) and finalize cloud environment.