

## Minutes of the Meeting

**Date:** September 10, 2025

**Time:** 9:30 PM – 10:20 PM

**Venue:** Virtual (Google meet)

**Reported by:** Vedalakshmi K

**Agenda:** The meeting was about exploring tools in detail, planning the project, and assigning tasks.

### Members Present:

- Mr. Guru Aravindan V
- Mr. Malarvannan M
- Mr. Akash S
- Mr. Udhy Kumar K
- Mr. Bose B
- Ms. Shreya Sankaran
- Ms. Vedalakshmi K

### Proceedings:

#### 1. Tools Discussion:

The team explored different tools in detail, including JIRA, ProjectLibre, Rocket.Chat, Etherpad, and Draw.io. Each tool was assigned to specific members for hands-on use and review.

#### 2. Project Planning:

Members discussed possible approaches for executing the project and shared ideas on structuring the work.

#### 3. Work Allocation:

Tasks were divided among team members to ensure progress before the next session.

**Next Meeting:** The next meeting is scheduled for September 11, 2025 (Thursday). Members will work on the tools in detail and share their insights.