Meeting Minutes - Deliverable 3

Meeting Minutes: Phase 1 Implementation Review
Date: March 5, 2024
Attendees: Srichandan Kota, Swapna Sonti, Sandeep Chowdary Ari, Venkata Sai Shankar Koppula, Shivanandha Reddy Vasudevula, Gana Deekshith, Kantumutchu Dinesh, Bhanu Prasad Krishna Murthy
Time: 10:00 AM - 11:30 AM
Location: Virtual (Zoom)

Agenda Items and Discussed Points:

1. Review of Phase 1 Implementation (Feb 27 - Mar 5, 2024)
- Discussion: The team evaluated the progress of Phase 1 implementation, focusing on real-time messaging & file sharing functionalities, user authentication, and UI customization.
- Decision: All team members confirmed successful completion of their respective deliverables with live demonstrations.

2. Real-time Messaging & File Sharing Testing
- Discussion: Sandeep Chowdary Ari showcased the working messaging system, while Swapna Sonti presented the file sharing feature. Both were tested for performance and reliability.
- Action Items:
  - Conduct further stress testing on messaging and file sharing by March 10, 2024.
  - Gather user feedback on the implemented features for review by March 12, 2024.

3. Authentication and User Management
- Discussion: Gana Deekshith explained the integration of Clerk as the user management system and its seamless authentication process.
- Action Items:
  - Monitor the security logs and user sign-in activities for one week to ensure the stability of the Clerk integration.
  - Evaluate the need for additional authentication mechanisms by March 15, 2024.

4. UI Customization and Themes
- Discussion: Venkata Sai Shankar Koppula led a walkthrough of the UI themes, highlighting the ease of switching between dark and light modes.
- Decision: The UI customization features were approved with positive feedback on the design choices.

5. Invite Code Functionality
- Discussion: Shivanandha Reddy Vasudevula demonstrated the invite code generation and its use in expanding the user base for group channels.
- Action Items:
  - Implement additional error handling for invalid or expired invite codes by March 8, 2024.

- Prepare a how-to guide on using invite codes for new users by March 14, 2024.

6. Documentation Update and Deliverable 3 Report
- Discussion: Bhanu Prasad Krishna Murthy presented the updated documentation, ensuring it reflected the latest system changes and implementation details.
- Action Items:
  - Finalize the Deliverable 3 report, incorporating all recent updates and team feedback by March 7, 2024.
  - Schedule a peer review of the report draft on March 9, 2024.

7. Questions and Clarifications
- An open discussion session was held, where team members clarified their queries regarding Phase 1 implementation and the roadmap for Phase 2.

8. Next Steps
- For All: Review and provide feedback on the Deliverable 3 report draft.
- Next Meeting: Scheduled for March 10, 2024, to finalize the Deliverable 3 report and discuss the commencement of Phase 2.

 Conclusion
The meeting for Phase 1 review was concluded successfully, with all functionalities implemented as planned and ready for further testing. The deliverable 3 report is in its final stages, and the team is prepared to transition into Phase 2, focusing on enhancing existing features and developing new functionalities based on user feedback. The collaboration and timely completion of tasks have been commendable, reflecting the team's strong capability to meet project milestones.