

# # Meeting Minutes - Project Kickoff Meeting

# **Date:** January 23, 2024

# **Time:** 1:00 PM - 2:00 PM

# **Location:** Virtual - Zoom

## # **Attendees:**

- Srichandan Kota - Project Management Lead, Implementation Lead for Front End, Testing Lead, Documentation Lead, Demo and Presentation Lead
- Swapna Sonti - Implementation Lead for Front End
- Sandeep Chowdary Ari - System Administrator Lead
- Venkata Sai Shankar Koppula - Design Lead, Demo and Presentation Lead
- Shivanandha Reddy Vasudevula - System Administrator Lead
- Gana Deekshith - Configuration Management Lead
- Kantumutchu Dinesh - Configuration Management Lead
- Bhanu Prasad Krishna Murthy - Documentation Lead

## # **Agenda Items and Discussed Points:**

### # **1. Project Timeline Overview**

- Discussion: The project roadmap was presented, outlining the timeline and phases for developing the advanced team chat application. The plan includes initiation, planning, system design, core functionality development, enhancements, integrations, and final testing.
- Decision: The team agreed on the proposed timeline and committed to adhering to the deadlines.

### # **2. Phase 1: Initiation and Planning (Jan 23 - Feb 5, 2024)**

- Objectives: Define project scope, team roles, tool setup, and key deliverables including project proposal and risk management framework.
- Action Items:
  - Finalize and document project scope by Jan 25, 2024.
  - Complete team role assignments and tool setups by Jan 27, 2024.
  - Draft project proposal for internal review by Feb 1, 2024.
  - Establish a risk management plan by Feb 5, 2024.

### # **3. Tool Selection**

- Discussion: GitHub will be used for version control and collaboration, with Jira for project management tasks.
- Decision: The team unanimously agreed on the tool selection for project management and version control.

### # **4. System Design and Tech Selection (Feb 6 - Feb 26, 2024)**

- Discussion: Emphasis on selecting a scalable tech stack; MySQL, Next.js, React, Socket.io, and Prisma were proposed for the backend, frontend, and ORM.

- Action Items:

- Conduct a feasibility study on the selected technologies by Feb 10, 2024.
- Start drafting the system architecture and database schema by Feb 15, 2024.

### **# 5. Security Planning**

- Discussion: The importance of implementing JWT for authentication and HTTPS for secure data transmission was highlighted.
- Decision: Security measures were approved, with a detailed planning session scheduled for Feb 12, 2024.

### **# 6. Team Roles and Responsibilities**

- Discussion: Each team member's roles and responsibilities were confirmed, ensuring coverage across all project areas.
- Decision: All team members accepted their roles and committed to contributing to their respective areas.

### **# 7. Questions and Clarifications**

- Open floor for team members to ask questions or seek clarifications on the project plan and their roles.

### **# 8. Next Steps**

- For All: Start on assigned tasks according to the project timeline.
- Next Meeting: Scheduled for February 5, 2024, to review the initiation and planning phase's progress.

### **# Meeting Closure:**

- The meeting was adjourned at 2:00 PM with a vote of thanks from the Project Management Lead, Srichandan Kota. Team members expressed their enthusiasm for the project and commitment to achieving the outlined objectives.