

Minutes of Meeting (MoM)

Date: 16th January, 2025

Attendees:

- Arshiya Noureen
 - Kushal Mangla
 - Sanyam Agrawal
 - Shreyas Deb
 - Vishak Kashyap K
 - Client (Co-Founder and CTO of uExcelerate)
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Meeting Discussion:

1. Introductions:

- All attendees introduced themselves and shared the technologies they are familiar with.
- The client introduced himself and provided an overview of uAccelerate.
 - uAccelerate is a B2B platform helping organizations build leadership pipelines.
 - Focuses on executive coaching to enhance leadership skills.

2. Current Platform Details:

- The platform's tech stack includes Next.js, Node.js, React.js and Python services.
- Features:
 - Users can log in, schedule one-on-one sessions with coaches, and submit assignments.
 - Coaches assign goals and actions to users.
 - Coaches have a base repository to upload their own resources.
 - The company has also partnered with third-party content providers to integrate APIs for external resources.
- Problem Identified:
 - Users stop using the platform after their course duration.
 - Need for increased "stickiness" to retain users.

3. LMS Development Goals:

- Develop a Learning Management System (LMS) to:
 - Increase user engagement.
 - Provide resources and learning materials.
- The LMS should cater to both users and coaches, i.e a separate dashboard must be provided for both.

4. Recommendation System Requirements:

- Suggest learning materials to users based on their activities.
- Provide a seamless "user view" for accessing suggested resources.
- A sample data which is a subset of the real time data will be given to us in order to train the recommendation engine.

5. Backend Integration:

- Use Moodle as the backend service.
- Build a custom frontend on top of Moodle with the recommendation system.

6. Client Responsibilities:

- Create and share the required cloud accounts.
- Provide various project structures if the team members cannot create it.

7. Team Collaboration:

- Slack accounts to be shared for communication.
- A separate GitHub repository to be created with client access.

8. Other Key Notes:

- The client does not expect specific design requirements from the team.

9. Next Steps:

- Slack accounts and GitHub repository to be set up.
 - Schedule the next meeting for **18th January** at around the same time as the first meeting
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Action Items:

1. Client to create and share cloud accounts.
 2. Team to create a separate GitHub repository and share access with the client.
 3. Prepare for the next meeting.
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End of Meeting