

# Minutes of Meeting (MoM)

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**Date: 16th January, 2025**

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## Attendees:

- Arshiya Noreen
  - Kushal Mangla
  - Sanyam Agrawal
  - Shreyas Deb
  - Vishak Kashyap K
  - Client (Co-Founder and CTO of uExcelerate)
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## Project Overview

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### 1. Introduction to the Project:

- The project will involve creating a Learning Management System (LMS) that integrates with the client's existing platform.
- The LMS will serve as a Proof of Concept (POC), and integration will be handled by the client's team.
- The POC will include three types of users:
  - **Learners:** Access content, track goals, and connect with coaches.
  - **Coaches:** Manage learners, set goals, and upload content.
  - **Admins (e.g., HR):** Oversee operations, upload content and manage users.

[NOTE: The content will be obtained from third part sources too]

### 2. Platform Features:

- Learners will receive content based on their needs through a Recommendation System integrated into a "Resources" tab.
  - Coaches will manage learner connections, sessions, goals, and assignments.
  - AI assistance will help learners with smart goals and task management.
  - Future expansion will include an AI Coach targeted at top-level leaders.
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## Focus Areas and Milestones

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## 1. Current Priorities:

### ◦ Initial Modules:

- Integration of Moodle with admin dashboard.
- Development of login, sign-up, user registration, and dashboards for learners and admins.

### ◦ Recommendation System:

- To be implemented after the LMS is completed.

## 2. Tasks for the Week:

- Research and understand Moodle (frontend, backend, hosting options, and integration).
- Install and explore Moodle services.
- Learn customization options for Moodle.
- Create a shared drive for project resources.
- Research other platforms serving as LMS for additional insights.

## 3. Next Steps:

- Share findings about Moodle in the next meeting.
- Plan subsequent development phases.

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# Client Walkthroughs and Insights

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## 1. Walkthrough of Current Platform:

### ◦ Learner Features:

- View stats, recommended coaches, goals, and actions.
- Find the right coach through a questionnaire-based recommendation system.

### ◦ Coach Features:

- Dashboard for upcoming sessions.
- Connections with learners and their details.
- Manage sessions, set goals, and upload content.
- Insights on learners and session statistics.

### ◦ Admin Features:

- Manage users and oversee platform operations.

## 2. Breakdown of Responsibilities:

- Tasks will be divided into smaller components, with specialists handling specific areas.
  - The team will develop the LMS from scratch, keeping the POC scope in mind.
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## Key Takeaways from Meetings

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### 1. Immediate Focus:

- Research Moodle and its functionalities (deployment, API, codebase, customization).
- No coding required initially—focus is on understanding the platform.

### 2. Long-term Goals:

- Develop a fully functional LMS.
  - Integrate a Recommendation System for personalized learning experiences.
  - Support learner and coach activities, including content uploads and performance tracking.
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## Action Items

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1. Explore and document Moodle functionalities.
  2. Set up and install Moodle services.
  3. Prepare a summary of findings for the next meeting.
  4. Research other LMS platforms for additional insights.
  5. Create a shared drive for collaboration.
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### Next Meeting:

**Date:** 25th January, 2025

**Time:** 5 PM

### Agenda:

1. Share Moodle research findings.
2. Plan subsequent development steps.
3. Review any challenges faced during research.

