

# IT314: Software Engineering

## Meeting Minutes

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*Meetings are an important aspect of project management as they facilitate communication, collaboration, and decision-making among team members*

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### Group: 15 Conference Management System

IDs	Member Name
202001117	PARVA BHARATKUMAR DHAMI
202001122	MONPARA SUMIT RAJESHBHAI
202001128	MEGHABEN RATHWA
202001132	SONAGARA SARTHAK MOHANBHAI
202001154	METKEL HARSHKUMAR ANANDBHAI
202001162	PADHIYAR KARAN HARESHBHAI
202001172	PATEL VEDANT HARSHADBHAI
202001176	MANGUKIYA JENISH MAHESHBHAI
202001177	PRAJAPATI PARTH SURESHBHAI



## ❖ Preface:

- The inception of our Project began from early February.
- Based on requirements as well as keeping in mind, the possible future uncertainties, the group decided to select the 'Agile Model' for our project.
- Our project has evolved over two versions. The first version included in it, inputs given by one of our Lab TA, Bhargav Dave.
- Later, after he left as our TA, we modified the project requisites which made the second and the current version of the project.
- This meeting minutes includes details of the agendas decided over the span of the making of this project.

## **The Meeting Minutes:**

### **➤ Version 1**

#### **1. Meeting One:**

- **Day and Date:** Thursday, 2/02/2023
- **Time:** 17:00
- **Location:** Canteen Area
- **Attendees:** All the group members
- **Discussion/ Agenda:**

Deciding the appropriate topic from the Topic list. Each member had to choose three topics, which according to them were the most apt. Later, the selected topics will be mailed to the TA.

- **Updates/ Announcements:**

The Topic list was divided across all the 9 group members who then had to decide the topics from their designated portion.

- **Date for the Next meeting:**

Sunday, 5/02/2023

## 2. Meeting Two:

- **Day and Date:** Sunday, 5/02/2023
- **Time:** 14:00
- **Location:** Canteen Area
- **Attendees:** All group members, TA Bhargav
- **Discussion/ Agenda:**

The final topic for the Project was decided as “Forum for Information Retrieval System” or FIRE. The system will be a common platform to organize meetings for various scientific and academic conferences.

- **Updates/ Announcements:**

The platform will have a Homepage that will have a side Navbar with options for Home, Archives, Meetings, Papers, Resources. Also, a Timeline page will be made to show a brief history of the meetings held so far.

- **Date for the Next meeting:**

Wednesday, 8/02/2023

### 3. Meeting Three:

- **Day and Date:** Wednesday, 8/02/2023
- **Time:** 14:00
- **Location:** Canteen Area
- **Attendees:** All group members, TA Bhargav
- **Discussion/ Agenda:**

All the members of the group were tasked to design webpage and then the best design was chosen. For backend the TA recommended to use Django with Node.js.

- **Updates/ Announcements:**

The database which was to be included, will include the data pertaining to the date, day, place, details of the conference etc.

- **Date for the Next meeting:**

Saturday, 25/02/2023

#### **4. Meeting Four:**

- **Day and Date:** Saturday, 25/02/2023
- **Time:** 17:00
- **Location:** Google Meet
- **Attendees:** All group members
- **Discussion/ Agenda:**

Discussion on the progress of the project. Features to be added on the Homepage included Login and Sign-up features.

- **Updates/ Announcements:**

Login and Sign-up pages to be designed

- **Date for the Next meeting:**

Tuesday, 28/02/2023

## 5. Meeting Five:

- **Day and Date:** Tuesday, 28/02/2023
- **Time:** 15:00
- **Location:** Canteen Area
- **Attendees:** All group members, TA Bhargav Sir
- **Discussion/ Agenda:**

TA Bhargav said that he would no longer remain our TA. Hence, now we had the creative freedom to design the Website in our own way.

- **Updates/ Announcements:**

Now, instead of Django, we decided to use MongoDB as it would gel well with our backend. Prior to implementing it, we would have a word with Prof. Saurabh Tiwari

- **Date for the Next meeting:**

Friday, 10/03/2023

➤ **Version 2:**

**6. Meeting Six:**

- **Day and Date:** Friday, 10/03/2023
- **Time:** 16:00
- **Location:** Faculty Block - One
- **Attendees:** All group members
- **Discussion/ Agenda:**

Discussed about the changes that we would be making for the second version of the project. This includes adding the feature of User Sign-up and Login that was missing in the first version.

- **Updates/ Announcements:**

The group members would now work on the Second Version.

- **Date for the Next meeting:**

Wednesday, 15/03/2023



## 7. Meeting Seven:

- **Day and Date:** Wednesday, 15/03/2023
- **Time:** 17:00
- **Location:** Canteen Area
- **Attendees:** All group members
- **Discussion/ Agenda:**

In order to present the overalls of our project tasks were assigned to each member. Harsh, Jenish, Vedant, Parth would work on the backend portion, while Sumit, Sarthak and, Karan would work on the Login and Sign-up pages. Parva and Megha would be designing the Homepage and Timeline page.

- **Updates/ Announcements:**
- **Date for the Next meeting:**

Thursday, 23/03/2023

## 8. Meeting Eight:

- **Day and Date:** Thursday, 23/03/2023
- **Time:** 18:00
- **Location:** Online
- **Attendees:** All group members
- **Discussion/ Agenda:**

Now that, the members were assigned their tasks and had been working on it. The group members decided to select a particular colour theme for the various webpages.

- **Updates/ Announcements:**

Using Bootstrap to find the general themes for the webpage.

- **Date for the Next meeting:**

Friday, 31/03/2023

## 9. Meeting Nine:

- **Day and Date:** Friday, 31/03/2023
- **Time:** 17:00
- **Location:** Faculty Block
- **Attendees:** Some group members, Prof. Tiwari
- **Discussion/ Agenda:**

Discussed the changes to be done in the second version of this project. Professor approved those changes. Also Checking the progress of the project prior to the mid-evaluation that would happen in the following week. By this time, the members were ready with the primary tasks they had been assigned with.

- **Updates/ Announcements:**

Parva and Megha had to prepare a PPT presentation that would include the Functional and Non-Functional Requirements and the software used to prepare the project.

- **Date for the Next meeting:**

Wednesday, 05/04/2023

## **10. Meeting Ten:**

- **Day and Date:** Wednesday, 05/04/2023
- **Time:** 18:00
- **Location:** Online
- **Attendees:** All group members
- **Discussion/ Agenda:**

Prior to the mid-evaluation, the group members discussed the various details of projects. Details including the way the project worked, functional and non-functional requirements, what software was used, etc.

- **Updates/ Announcements:**

Members would rehearse the presentation before appearing for the mid-evaluation.

- **Date for the Next meeting:**

Thursday, 08/04/2023

## **11. Meeting Eleven:**

- **Day and Date:** Thursday, 08/04/2023
- **Time:** 16:00
- **Location:** Lab block
- **Attendees:** All group members
- **Discussion/ Agenda:**

Reflection on the presentation and the critical analysis done by the TAs. The members found that they had to do more work on the Documentation. Also for the second stage of the project: Integration of all the webpages with the backend, members were assigned tasks for the same.

Parva and Sarthak would be making the documentation for the project.

- **Updates/ Announcements:**

The documentation will be divided into two portions for the two versions of the project.

- **Date for the Next meeting:**

Tuesday, 18/04/2023

## 12. Meeting Twelve:

- **Day and Date:** Tuesday, 18/04/2023
- **Time:** 14:00
- **Location:** Online
- **Attendees:** All group members
- **Discussion/ Agenda:**

For the Frontend portion, the login page, toggle button and a responsive navbar will be designed by Karan, Parva and Megha.

The backend part of the same will be looked after by Harsh, Parth and Vedant.

For making of the profile page, the frontend part will be designed by Sarthak and Sumit, followed by its backend which is to be made by Harsh and Parth.

Jenish would be involved in ensuring the authentication of organisation pages.

- **Updates/ Announcements:**

The functions on the dashboard shall be added later after these tasks get completed.

- **Date for the Next meeting:**

Saturday, 22/04/2023

### 13. Meeting Thirteen:

- **Day and Date:** Saturday, 22/04/2023
- **Time:** 14:00
- **Location:** Online
- **Attendees:** All group members
- **Discussion/ Agenda:**

For the final submission the tasks were assigned as follows:

Parva and Megha would be making the SRS, Minutes of the Meetings, and Design documents.

Harsh, Parth, Vedant, and Karan will be involved in unit, system, GUI, and non-functional testing.

Sumit to complete the homepage. Sarthak would design the user dashboard.

Admin dashboard design including integration to be done by Karan. Organisation dashboard design to be done by Jenish.

Authentication of user credentials to be done by Harsh and Parth.

- **Updates/ Announcements:**

For making of the PPT, each member would contribute by mentioning their learnings and achievements in it.

- **Date for the Next meeting:**

Wednesday, 25/04/2023

#### **14. Meeting Fourteen:**

- **Day and Date:** Wednesday, 25/04/2023
- **Time:** 15:00
- **Location:** Canteen
- **Attendees:** All group members
- **Discussion/ Agenda:**

Solving of doubts that were related to the making of the website. Also doubts regarding the various diagrams were discussed and sorted out.

Parva and Sarthak will be involved with black box testing, Harsh will be doing Unit testing. Parth will be involved in Non-Functional Testing

- **Updates/ Announcements:**

Resolving the merge conflicts that occurred during the integration of pages.

- **Date for the Next meeting:**

Friday, 28/04/2023



## **15. Meeting Fifteen:**

- **Day and Date:** Friday, 28/04/2023
- **Time:** 14:00
- **Location:** Online
- **Attendees:** All group members
- **Discussion/ Agenda:**

Making of a demonstration video based on the group project.

Also, completing the presentation PPT by including every detail.

- **Updates/ Announcements:**

After the completion, the Project including the source code, documentation, testing, diagrams, etc. is successfully submitted by the Group leader.