

# Project Meeting Documentation

## 1st Meeting - Group Meeting

### Meeting Details

- **Meeting Name:** Group Meeting
- **Date:** October 28, 2024
- **Time:** 7:00 PM
- **Duration:** 40 Minutes
- **Attendees:**
  - Aditya Raj
  - Monu Rajpoot
  - Harshit Chaturvedi
  - Nikhil Chaurasiya
  - Sandhya Kaushal

### Objective

The main objective of this meeting was to:

1. Discuss the group assignment and clarify the project scope.
2. Assign specific tasks and responsibilities to each group member.
3. Ensure each member understands their role and contribution to the project.
4. Foster better collaboration and communication among all group members.

### Task Assignment

Each group member was assigned the following tasks:

Name	Assigned Task
Aditya Raj	GitHub Management

<b>Monu Rajpoot</b>	Upper Triangular Matrix
<b>Harshit Chaturvedi</b>	Diagonal Matrix
<b>Nikhil Chaurasiya</b>	Lower Triangular Matrix
<b>Sandhya Kaushal</b>	Zoom Meetings & Documentation, CSS

## Next Steps

- Schedule a follow-up meeting for **November 5, 2024**, to review progress and make adjustments as needed.

## 2nd Meeting - Web Development Group Meeting

### Meeting Details

- **Meeting Name:** Web Development Group Meeting
- **Date:** November 5, 2024
- **Time:** 9:45 PM
- **Duration:** 30 Minutes
- **Attendees:**
  - Aditya Raj
  - Monu Rajpoot
  - Harshit Chaturvedi
  - Nikhil Chaurasiya
  - Sandhya Kaushal

### Discussions

1. **Project Review:** The group reviewed the project objectives and discussed ways to enhance and optimize the approach.
2. **Clarification of Tasks:** Each group member clarified doubts related to their individual tasks and ensured mutual understanding of their responsibilities.
3. **Technical Discussions:** Group members discussed technical aspects, including coding practices and progress.
4. **LDU Matrix Testing:** Testing of the **LDU matrix code** was conducted, and results were shared with the group.

## Next Steps

- Continue progress on individual tasks.
- Prepare for the next review meeting.

## 3<sup>rd</sup> Meeting - Web Development Group Meeting

### Meeting Details

- **Meeting Name:** Web Development Group Meeting
- **Date:** November 8, 2024
- **Time:** 9:45 PM
- **Duration:** 30 Minutes
- **Attendees:**
  - Aditya Raj
  - Monu Rajpoot
  - Harshit Chaturvedi
  - Nikhil Chaurasiya
  - Sandhya Kaushal

### Discussions and Decisions

- Continued with the current project timeline with slight adjustments for testing and documentation.
- Start testing and documenting the codebase for future reference and smooth handover.
- Discussed about the zip file making and adding documentation in that file.

### Communication Channels

The group has utilized the following communication channels for effective collaboration:

1. WhatsApp
2. Zoom Meetings
3. Emails
4. Offline Meetings

## Document History

Created on	October 28, 2024
Last Updated on	November 9, 2024

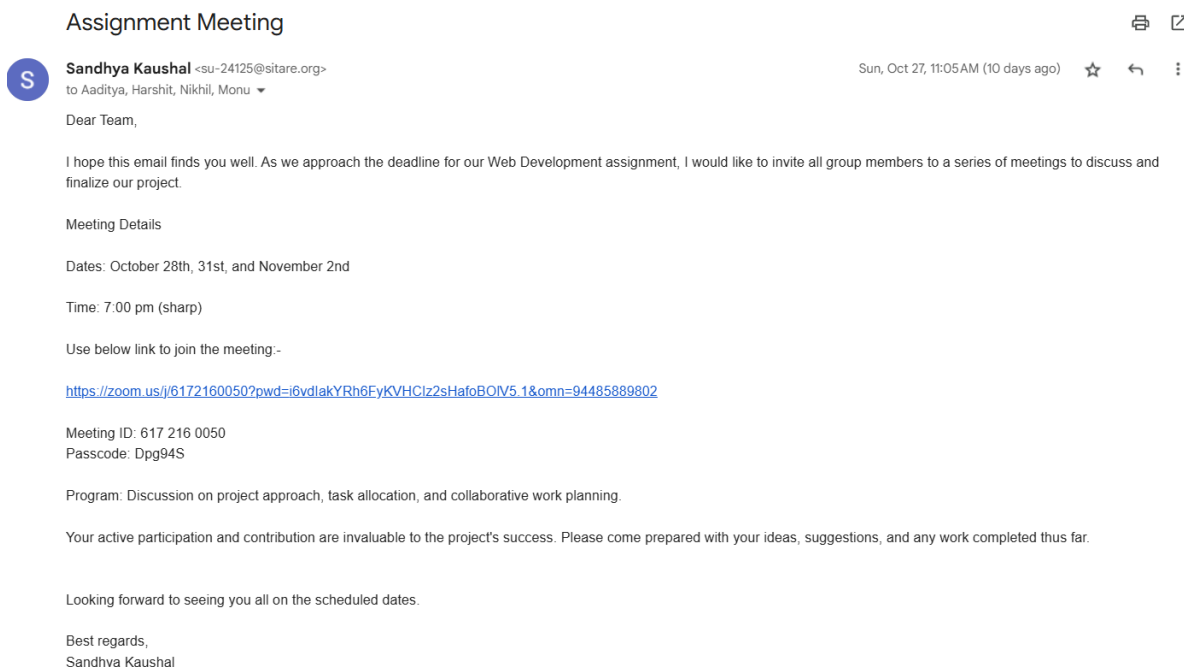
## Emails Sent

- **1st Email:** Sent for the meeting on **October 28, 2024**
- **2nd Email:** Sent for the meeting on **November 05, 2024**
- **3rd Email:** Sent for the meeting on **November 08, 2024**

## Proof of Meetings

This document serves as proof of the Zoom meetings held on the respective dates mentioned above. All attendees confirmed their presence and active participation in both meetings. The group has shown full interest and commitment to the assignment, working collaboratively to achieve the project goals.

## Below are the images as proof :-



Reminder: Web Development Meeting Today

S

Sandhya Kaushal <su-24125@sitare.org>

to Harshit, Aaditya, Nikhil, Monu

▼

Tue, Nov 5, 6:48 PM (1 day ago)

☆ ↶ ⋮

Dear Team,

I hope everyone is doing great!

This is a friendly reminder that we have our web development meeting scheduled for today.

Date: 05 November, 2024  
Time: 9:45

Link: <https://zoom.us/j/6172160050?pwd=i6vdlakYRh6FyKVHCiz2sHafoBOIV5.1>

Password: Dpg94S

Please join promptly and come prepare with your suggestions and updates on your work

looking forward to seeing you all today.

Best regards,

Sandhya Kaushal

Reminder: Web Development Meeting Today

S

Sandhya Kaushal

Tue, Nov 5, 6:48 PM (5 days ago)

☆

Dear Team, I hope everyone is doing great! This is a friendly reminder that we have our web development meeting scheduled for today. Date: 05 November, 2024Time

S

Sandhya Kaushal <su-24125@sitare.org>

to Harshit, Aaditya, Nikhil, Monu

▼

Fri, Nov 8, 6:52 PM (2 days ago)

☆ ↶ ⋮

Dear Team,

I hope everyone is doing well,

This is a friendly reminder that we have our web development meeting scheduled for today.

Date: 08 November, 2024  
Time: 9:45

Link: <https://zoom.us/j/92377542288?pwd=adaXdDamhKFmTo8XA9ikSgi2uSpa9e.1>

Password: jZQ17b

Please join promptly and be prepared with your work.

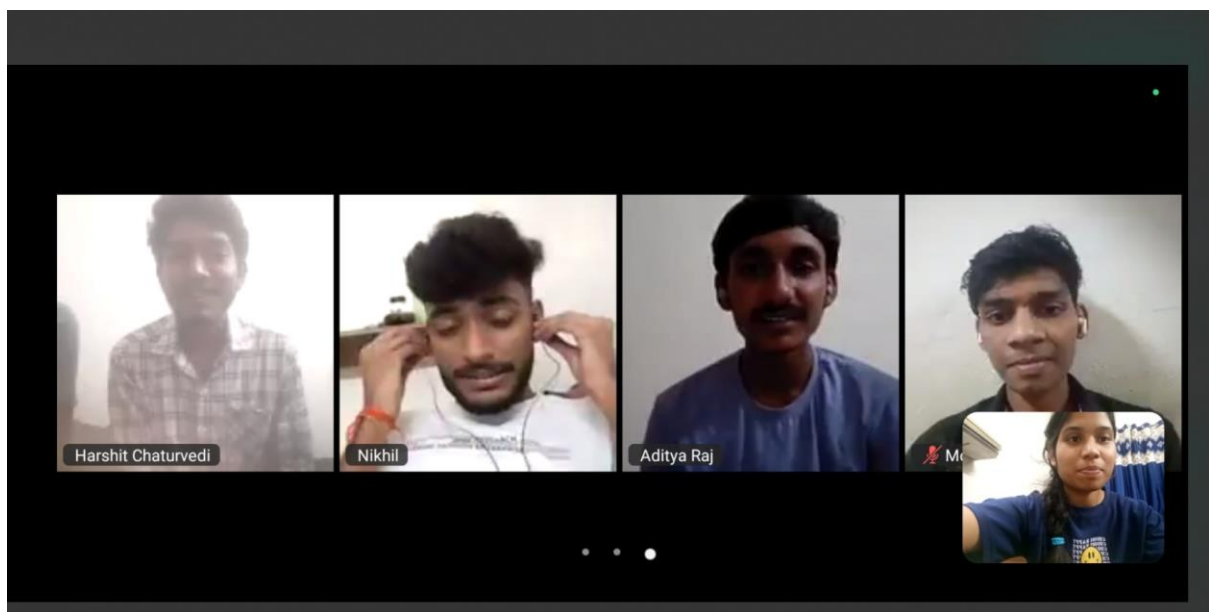
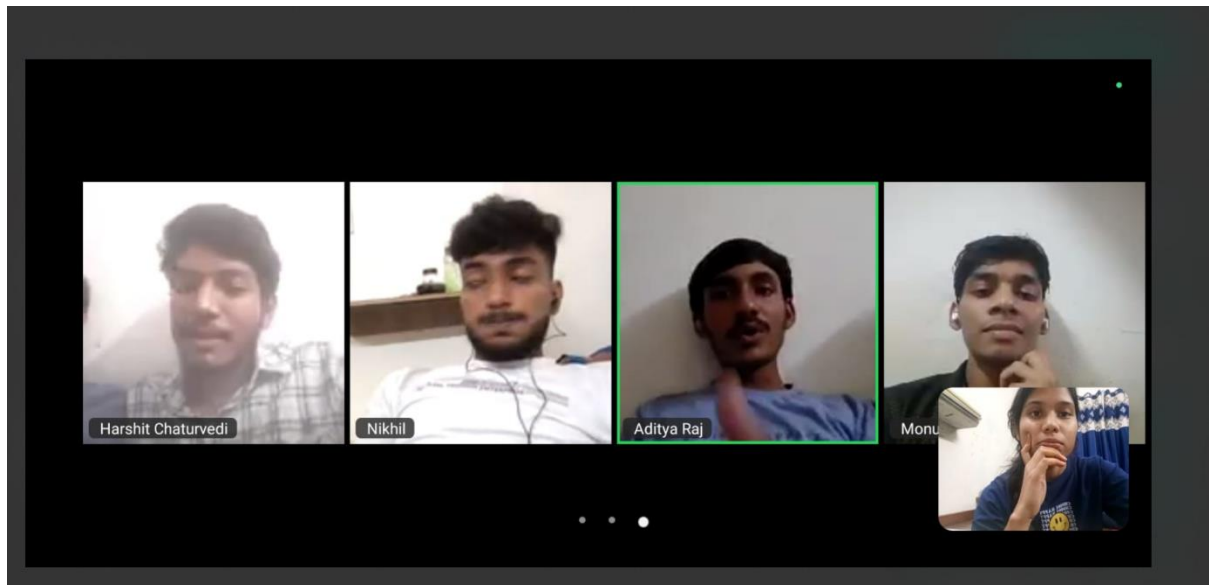
looking forward to seeing you all today.

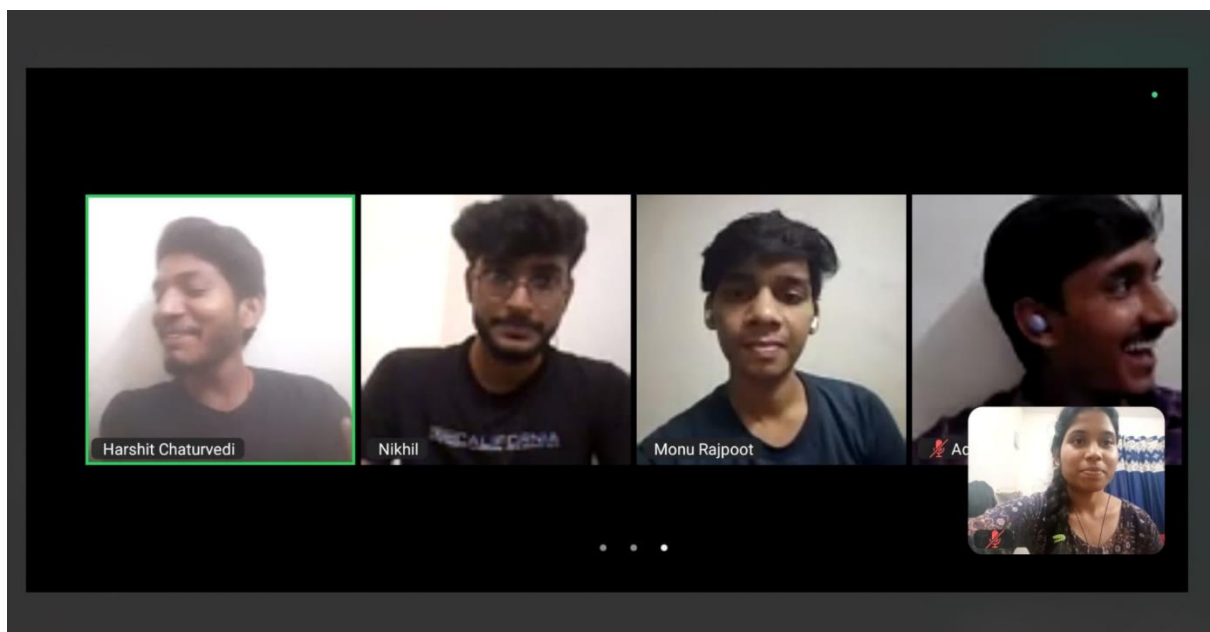
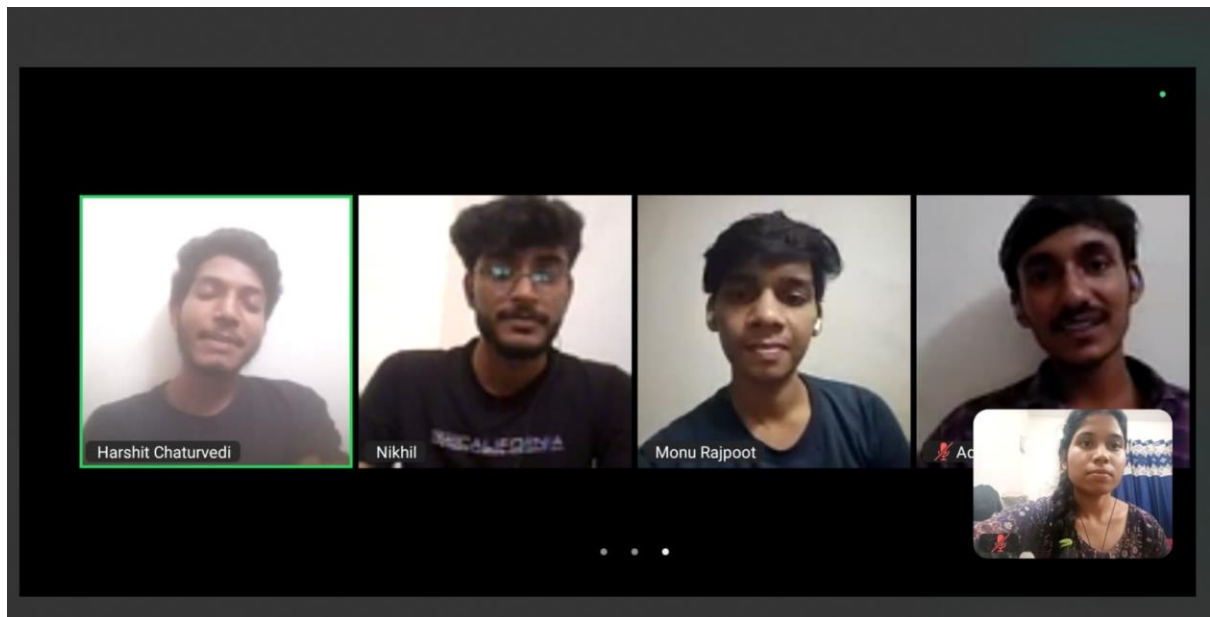
Best regards,

Sandhya Kaushal

\*\*\*

## Images as Proof





Harshit Chaturvedi

## Participants (4)



S

Sandhya Kaushal (Host, me)



Aditya Raj



HC

Harshit Chaturvedi



MR

Monu Rajpoot



Invite

Mute all



Unmute



Start video



Participants<sup>4</sup>



Chat

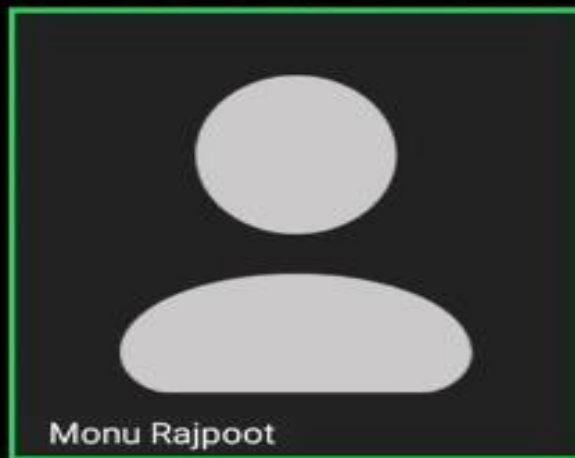


Reactions



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