**Meeting Minutes**

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| **Subject** | | | | |
| Project Team Meeting – Deliverables, Grade Distribution & Task Assignments | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         05/09/2025, 2:30 – 4:30 PM  ·         Software Lab 3 | | | | |
| **Attendees** | | | **Non-Attendees** | |
| Pratham, Aditya, Yajat, Adhvait, Alok, Pranav, Akshar | | | · | |
| **Chaired by** | | | | Pratham |
| **Last meeting minutes have been reviewed** | | | | Yes |
| **Progress Updates** | | | | |
| **Task** | **Problem/Issue/Progress** | **Solution/Action** | | **Taken by & deadline** |
| Grade Distribution Clarification | Confusion about grading structure - weekly solutions worth 6% overall (10% of 60%), uncertainty if individual solutions are 10% each | Seek clarification on exact grading breakdown and final project weight | | Completed by all team members |
| Project Management Tool Migration | Need to migrate from Trello to Excel backlog as requested by administration | Complete migration from Trello to Excel format | | Aditya - Next meeting |
| System Requirements Specification (SRS) | Need comprehensive SRS documentation including all technical requirements | Complete system requirements, output requirements, hardware/software requirements, deployment requirements | | Akshar - Next meeting |
| Quality Assurance Plan | Need formal QA plan with proper documentation and review process | Develop quality plan, purpose and scope documentation, ensure proper signing and dating (Sept 5th) | | Yajat (Lead), Alok & Pranav (Reviewers) - Next meeting |
| Functional Requirements Documentation | Need detailed functional requirements and input/process requirements | Complete functional requirements, input requirements, process requirements, final approval of QA plan | | Aditya - Next meeting |
| Technology Stack Finalization | Need clarity on database choice (PostgreSQL vs Firebase/Firestore) and technical architecture | Finalize tech stack: Vercel (frontend), Google Cloud Run (backend), PostgreSQL (database), Grok GPU, LLAMA API | | Team - Next meeting |
| Lab Documentation Setup | References to TL3 Lab 2 deliverables and project proposals | Ensure all lab deliverables and project proposals are ready | | All team members - Next meeting |
| **The next meeting will be held** | | | | 12/09/2025 |
| **This minutes have been agreed by all attendees** | | | | Signed by chair |