**Meeting Minutes**

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| **Subject** | | | | |
| Project Progress Review and Technical Planning | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         12/09/2025, 2:30 – 4:30 PM  ·         Google Meet | | | | |
| **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** |
| System Requirements Specification (SRS) | SRS development needed completion | SRS completed and Use Case Diagram prepared, awaiting final validation | | Akshar & Aditya - Completed (initiated Sept 9th) |
| Quality Assurance Plan | Quality plan documentation required with document linking | Complete quality plan with links to SRS and backlog, define quality standards and testing protocols | | Alok & Adhvait - Tuesday, Sept 17th |
| Project Backlog Migration | Migration from Trello to Excel format needed | Complete migration and integrate with SRS documentation for consistency | | Aditya & Akshar - Tuesday, Sept 17th |
| Meeting Minutes Documentation | Formal documentation of all meetings required | Apply template formatting to meetings, maintain proper documentation standards | | Yajat - First draft Sept 13th |
| Backend Framework Decision | Multiple frameworks considered, needed standardization | Django selected for all backend components for consistency, Python/Django stack confirmed | | Pranav (Lead) - Decided |
| Frontend Development Strategy | Unified platform approach needed vs separate applications | Single unified platform confirmed, modular development approach for features | | Pratham (Lead) - Post HCI assignment (Sept 17th) |
| Chatbot Development | RAG backend setup and data preparation required | Data preparation completed, RAG backend setup scheduled, Django integration planned | | Yajat - Next week |
| **The next meeting will be held** | | | | 19/09/2025 |
| **This minutes have been agreed by all attendees** | | | | Signed by chair |