

# Meeting Minutes

**Meeting Title:** Weekly Project Meeting – MVP Scope and Deliverable 1

**Date:** 14 August 2025

**Time:** 21:00 pm

**Location:** Microsoft Teams

**Minutes Prepared By:** Gayathri Kasunthika Kanakaratne

## Attendees:

Team Members: Zhaodong Shen, Dani Thomas, Siqi Shen, Wei Dai, Christina Fington, Gayathri Kasunthika Kanakaratne, Manas Rawat

## 1. MVP Explanation

Dani explained the revised database schema to the team and provided a summary of the client meeting discussions. The updates reflected both the client's feedback and the team's suggestions. Zhaodong clarified the MVP scope in detail when Gayathri requested further explanation, ensuring all team members had a shared understanding of the agreed priorities and features

## 2. Progress on Deliverable 1

Dani reviewed the current status of Deliverable 1 and outlined the immediate actions required to meet deadlines. Gayathri provided an update on the present situation, noting that the deliverable will be completed once the MVP is finalised . The team agreed to align all tasks with the updated scope.

## 3. Decisions Made

- The revised MVP will be the basis for all subsequent work, pending client approval.
- Database schema changes will be implemented immediately after MVP confirmation.
- Deliverable 1 will be finalised only after the MVP adjustments are complete.

- Development workflow will be discussed and finalised in the next internal meeting.

## **4. Next Steps**

### **1. Contact the Client with the Redefined MVP**

- Share the revised MVP document with the client, highlighting changes based on their feedback.
- Seek confirmation to proceed with the updated scope.

### **2. Adjust the Database Design Accordingly**

- Implement the agreed changes to the database schema as discussed in the client meeting.
- Ensure the design supports the newly defined MVP features and anticipated scalability.

### **3. Continue Preparing for Deliverable 1 Submission**

- Align all documentation activities with the finalised MVP.
- Address any pending issues or gaps identified during the review.

### **4. Brainstorm Development Workflow**

- Discuss and decide on the most efficient workflow for feature development, including task allocation, sprint planning, and integration processes.
- Finalise tools, repositories, and coding standards to ensure consistent collaboration and quality assurance.