



Minutes of Meetings

Course Name: Software Engineering

Course code: CS301

Year: 3rd

Semester: 5th

Session: 2018-19

Discipline: CSE

Project: NU NEWSLETTER

Group Member:

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MINUTES OF MEETING 1

Meeting called by: Group Members

Facilitators: Dr. Anshima P. Srivastava(Editor In-Charge)

Agenda of meeting: Project Proposal

Minutes

Discussions:

- * First we introduce the team and the purpose of the meeting and after that we pitched our idea of next version of a digital solution for the newsletter.
- We discussed how to implement it through a web application.
- This was followed by a discussion on the need of such an application for the campus. The previous scenarios were discussed with us and we explained how our web-application will solve this problem.

Conclusion:

- Anshima Ma'am gave us a go-ahead for carrying out this project and make an SRS document for the same

Action items	Person responsible
Start with building the web application and prepare the SRS.	Team

MINUTES OF MEETING 2

Meeting called by: Client

Facilitators: Ayushi Goel (Designer & Editor)

Agenda of meeting: Web application design

Minutes

Discussions:

- After telling the purpose of the meeting, we discussed how should the design of the website look like.
- We were shared idea on how we had to design our website.
- The web application needs to have the following sections:
 - Header
 - Content
 - Left navigational panel
 - Footer
- In the homepage, the following links to pages need to be included:
 - o Home
 - o Editorial desk
 - o Campus News
 - o Achievements
 - o Expression
 - o About Us

Conclusion:

- Client gave us the basic structure upon which we have to design the website to suit the requirements.

Action items	Person responsible
To include the above mentioned sections in our web app UI with simple but good appearance.	Team

MINUTES OF MEETING 3

Meeting called by: Group Members

Facilitators: Ayushi Goel (Designer & Editor)

Agenda of meeting: Theme Decide

Minutes

Discussions:

- After telling the purpose of the meeting, we discussed what should be the theme of website.
- Our design of website was analysed by client and told to make necessary changes.
- Next, we were informed how to facilitate 2 classes of users – Admin and Guest in our website.
- we discussed how the privileges of these users will be distinguished and how they will be able to use our application.

Conclusion:

- Client gave us their requirements and finalized the theme.

Action items	Person responsible
To change the theme according to the client and make changes.	Team

MINUTES OF MEETING 4

Meeting called by: Group Members

Facilitators: Ayushi Goel (Designer & Editor)

Agenda of meeting: New Information to add

Minutes

Discussions:

- After telling the purpose of the meeting, we discussed what are the new tabs client want.
- Client told us he want few more tabs as follows
 - o Obituary
 - o Editorial Desk
 - o Contact Us
 - o Special Events
- * Finally, on discussing what all information these tabs will hold and the accessibility of these by various types of users we ended the meeting.

Conclusion:

- Client told us to add more options to website for relative information and we have to work on it.

Action items	Person responsible
To add new feature to website as required by client and to update access privilege accordingly	Team

MINUTES OF MEETING 5

Meeting called by: Group Members

Facilitators: Ayushi Goel (Designer & Editor)

Agenda of meeting: Finalization

Minutes

Discussions:

- As the product was ready we meet client and showed the final website which was ready to be hosted.
- She look all the featured available and analyzed the site thouroughly.
- On satisfying with the final product she gave us the server to host the website on it.

Conclusion:

- Client approved our final product and gave us the server to host the website and we decided to work on it further.

Action items	Person responsible
Hosting the website on the server	Team