1. **Minutes of meeting**

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| --- | --- | --- | --- | --- |
| DATE | DISCUSSION HIGHLIGHTS | TIME | MEMEMBERS ATTENDED | ATTENDEES |
| 30th AUG | Project idea brain storming | 1hr 30min | 4 | Ashik, Anvesh, Srikanth, Sudhira |
| 1st SEP | Defining Functionalities precisely | 2 hours | 4 | Ashik, Anvesh, Srikanth, Sudhira |
| 4th SEP | Research on platforms and languages | 1hr | 4 | Ashik, Anvesh, Srikanth, Sudhira |
| 6th SEP | Identifying the risks in the project | 1hr. 20 min | 4 | Ashik, Anvesh, Srikanth, Sudhira |
| 8th SEP | Gathering the requirements and installations | 1hr. | 4 | Ashik, Anvesh, Srikanth, Sudhira |
| 9th SEP | Work Sharing of Delivarble -1 | 3hrs | 4 | Ashik, Anvesh, Srikanth, Sudhira |
| 10th SEP | Presentation of Delivearble -1 | 1hr | 4 | Ashik, Anvesh, Srikanth, Sudhira |
| 11th SEP | Gantt Chart making | 1hr | 4 | Ashik, Anvesh, Srikanth, Sudhira |
| 13th SEP | Study and quick review of concepts | 50 mins | 4 | Ashik, Anvesh, Srikanth, Sudhira |
| 15th SEP | Presentation for the deliverable 1 | 30 min | 4 | Ashik, Anvesh, Srikanth, Sudhira |
| 20th SEP |  | 40 min | 4 | Ashik, Anvesh, Srikanth, Sudhira |
| 22nd SEP | Feedback of the deliverable 1 obtained and analyzed | 20 min | 4 | Ashik, Anvesh, Srikanth, Sudhira |
| 27th SEP |  |  | 4 | Ashik, Anvesh, Srikanth, Sudhira |
| 29th SEP |  |  | 4 | Ashik, Anvesh, Srikanth, Sudhira |
| 4th OCT |  |  | 4 | Ashik, Anvesh, Srikanth, Sudhira |
| 6th OCT |  |  | 4 | Ashik, Anvesh, Srikanth, Sudhira |
| 11th OCT |  |  | 4 | Ashik, Anvesh, Srikanth, Sudhira |
| 13th OCT |  |  | 4 | Ashik, Anvesh, Srikanth, Sudhira |

**Meeting 1**

**Date:** 30th August

## **Points Discussed**

1. The major purpose of the project.
2. Defining the major actors and interaction between them.
3. Visualizing the project.

**Meeting 2**

**Date:** 1st September

## **Points Discussed**

1. Requirement gathering.
2. Project functionalities defined.
3. Researched on the project required languages, frameworks that can be leveraged.

**Meeting 3**

**Date:** 4th September

## **Points Discussed**

1. Discussed on the various available platforms to work on project.
2. Interaction between team members they were comfortable to code.
3. Finding strengths of each member of team.
4. Finalized languages to be used

**Meeting 4**

**Date:** 6th September

## **Points Discussed**

1. Identifying the project deadlines for completion.
2. Making a vague idea of the risks may occur.
3. Classifying and listing the risks and making the risk management table.

**Meeting 5**

**Date:** 8th September

## **Points Discussed**

1. Installing and getting versed with the push, pull functions.
2. Getting the required software installed like XAMPP server.
3. Making sure everyone is flexible with actions can be performed.

**Meeting 6**

**Date:** 9th September

## **Points Discussed**

1. Sharing the work mentioned in Deliverable-I
2. Quick view of the functionalities and problems may occur during implementation.

**Meeting 7**

**Date:** 10th September

## **Points Discussed**

1. Dividing the modules to be covered in the presentation.
2. Making the presentation.

**Meeting 8**

**Date**: 11th September

## **Points Discussed**

1. Making a review on the concepts required.
2. Discussion of implementing methods.