1. **Minutes of meeting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 | Conducted workshop, talked with a group of clients and decided to implement feedback system. | 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 | Reanalyzed and modified the deliverable 1 document on discussing. | 1hr | 4 | Ashik, Anvesh, Srikanth, Sudhira |
| 29th SEP | Use case diagram for the project discussed. | 1hr | 4 | Ashik, Anvesh, Srikanth, Sudhira |
| 4th OCT | Functional and non-functional requirements discussed. | 30 min | 4 | Ashik, Anvesh, Srikanth, Sudhira |
| 6th OCT | System architecture discussed. | 45 min | 4 | Ashik, Anvesh, Srikanth, Sudhira |
| 11th OCT | Deliverable 2 documents and related matter discussed. | 2 hr | 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. Project planning.
2. Preparing gantt chart for the project

**Meeting 9**

**Date**: 13th September

## **Points Discussed**

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

**Meeting 10**

**Date**: 15th September

## **Points Discussed**

1. Discussing points for the presentation.
2. Discussed milestones for the project that are completed.

**Meeting 11**

**Date**: 20th September

## **Points Discussed**

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

**Meeting 12**

**Date**: 22nd September

## **Points Discussed**

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

**Meeting 13**

**Date**: 27th September

## **Points Discussed**

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

**Meeting 14**

**Date**: 29th September

## **Points Discussed**

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

**Meeting 15**

**Date**: 04th October

## **Points Discussed**

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

**Meeting 16**

**Date**: 06th October

## **Points Discussed**

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

**Meeting 17**

**Date**: 11th October

## **Points Discussed**

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