

TEAM MEETING

Meeting Minutes

August 12, 2014

Opening:

The meeting was called by Nitish on 12/08/2014 at 9:00PM.

Venue : Room no 316, OBH.

Present:

Adhish Singla, Nitish Jain, Romil Aggarwal, Shivam Khandelwal

A) Agenda

Distribution of work and initial planning.

B) Old Business

There was no old business to discuss

C) New Business

- The requirements quoted by clients were briefly discussed, and explained to everyone by Shivam.
- The working was divided as follows :
 - TOOL 1 (Web Crawler)
 - Shivam Khandelwal
 - Nitish Jain
 - TOOL 2 (Voice Recorder)
 - GUI for Windows/Mac/Linux
 - Adhish Singla
 - Romil Aggarwal
 - Mobile and Web application were not assigned to anyone.
 - TOOL 3 (ITRANS)
 - No discussion, as the tool is not required in initial phase by clients.
- All were given time to research for their work and tell the status report within 5 days.
- The work to contact the assigned TA (A. Mamatha) given to Shivam.
- The following doubts were raised during discussion and Shivam was assigned to communicate with clients for it.
 - Any minimum/maximum length limit for the sentences ?
 - Any more category to create statistics except number of phonemes and unique words ?

D) Next Meeting Dates and Time

- The next meeting is scheduled for Saturday i.e. August 16, 2014 at 2:00PM

E) Adjournment

At 10:25 PM, the meeting was adjourned.