

**Minutes of Meetings**



**Course Name:** Software Engineering

**Course code:** CS301

**Year:** 3nd

**Semester:** 5th

**Session:** 2018-19

**Discipline: CSE**

**Project:** NU NEWSLETTER

Group Member:  
Aman Garg  
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Yogesh Sharma

MINUTES OF MEETING 1

20th August 2018

Meeting called by: Group Members

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

Type 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 offering a digital solution for the earlier 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

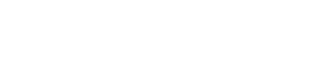
the campus. The previous scenarios were discussed with us and we explained how our web-application will solve this problem.

Conclusion:

 Anshima Mam gave us a go-ahead for carrying out this project and make an

SRS document for the same

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

MINUTES OF MEETING 2

11th Octorber 2018

Meeting called by: Client

Facilitators: Ayushi Goel (Designer & Editor)

Type 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

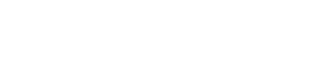
o Campus News o Achievments

o Expression o About Us

Conclusion:

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

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| 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

21th October 2018

Meeting called by: Group Members

Facilitators: Ayushi Goel (Designer & Editor)

Type 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

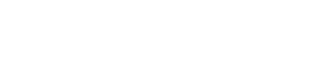
website.

 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.

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

MINUTES OF MEETING 4

31h October 2018

Meeting called by: Group Members

Facilitators: Ayushi Goel (Designer & Editor)

Type 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 Contact Us

o Editorial Desk o Special Events

Finally, on disuccing what all information these tabs will hold and the accessabilty of these by

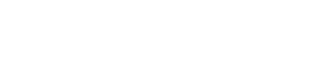


various types of users we ended the meeting.

Conclusion:

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

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

MINUTES OF MEETING 5

2nd Novembe 2018

Meeting called by: Group Members

Facilitators: Ayushi Goel (Designer & Editor)

Type of meeting: Finalization

Minutes

Discussions:

As the product was ready we meet client and showed him the final website which was ready to be



hosted.

 He look all the featured available and analyzed the site thouroughly.

 On satisfying with the final product he 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.

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| Action items | Person responsible |
| Hosting the website on the server | Team |