

Minutes of the Meeting

Topic	Client Meeting 6		Location	Remote
Organizer	Amit Kulkarni		Date	15-Feb-25
Participants	Attendees	Absentees	Start Time	10:00 PM
	Amit Kulkarni	Anjali Galav	End Time	11:45 PM
	Jyotiraditya Saha	Sandeep Kumar	Duration	1:45
	Kajol Singh		Update By	Jyotiraditya Saha
	Saima Zainab Shroff		Last Updated	16-Feb-25 1:45:00 AM
	Siddharth Umathe			

Agenda

Finalization of Role Allocation Matrix	✓
Discussion on Feature Development Priority List	✓
Reviewed Frontend Development	✓
Discussion on Class Diagram	✓
Discussion on Milestone 3 Progress	✓

S.No.	Point Discussed	Remarks
1	Finalized Role Allocation Matrix	Team reviewed and confirmed responsibilities for frontend, backend, AI, and documentation.
2	Feature Development Priority List	Team discussed and agreed on the priority order for feature development.
3	Frontend Development Review	Amit progress on UI components. Team provided feedback on design consistency.
4	ER Diagram Discussion	Anjali presented an ER diagram for the tentative database.
5	Class Diagram Discussion	Team discussed on the classes and methods for desingning UML class diagram.
6	Milestone 3 Progress Planning	Team reviewed current progress and outlined next steps for Milestone 3 completion.

S.No.	Action Items	Responsible	Completion Date
1	Distribute finalized role matrix to team	Siddharth	16-Feb-25
2	Document feature priority list	Saima	16-Feb-25
3	Implement feedback on frontend components	Amit	18-Feb-25
4	Refine ER diagram	Anjali, Kajol	18-Feb-25
5	Draft initial UML class diagram	Amit, Jyotiraditya	18-Feb-25
6	Work on Milestone 3 report	Jyotiraditya, Saima	19-Feb-25