Minutes of Meeting (MOM)

Meeting Title: Software Engineering Project Meeting
Date: 19 January 2025
Time: 10:00 PM - 11:48 PM
Location: Remote
Updated by: Sandeep Kumar

Attendees:

First Name	Last Name	Email	Duration	Time Joined	Time Exited
Anjali	Galav	22f3002299@ds.study.iitm.ac.in	1 hr 48 min	10:00 PM	11:48 PM
Amit	Kulkarni	23f1001947@ds.study.iitm.ac.in	1 hr 43 min	10:04 PM	11:47 PM
Sandeep	Kumar	21f3002365@ds.study.iitm.ac.in	1 hr 44 min	10:03 PM	11:48 PM
Jyotiraditya	Saha	21f2000759@ds.study.iitm.ac.in	1 hr 48 min	10:00 PM	11:48 PM
Saima Zainab	Shroff	21f3002151@ds.study.iitm.ac.in	1 hr 48 min	10:00 PM	11:48 PM
Kajol	Singh	21f1001886@ds.study.iitm.ac.in	1 hr 47 min	10:00 PM	11:48 PM
Siddharth	Umathe	22f2001536@ds.study.iitm.ac.in	1 hr 48 min	10:00 PM	11:48 PM

Agenda:

- Self-introduction of all members.
- Understanding the project scope and objectives.
- Assigning roles and responsibilities.
- Discussing the project timeline and planning the workflow.
- Setting expectations and communication strategies.

Discussion Points:

1. **Self-Introduction**

   o **Each team member introduced themselves, their background, and their expertise.**

2. **Project Understanding**

   o **The project objectives and scope were explained in detail to all members.**

   o **The purpose and expected outcomes of the project were discussed.**

3. **Role Assignment**

   o **Team roles were assigned based on individual strengths and expertise:**

      ▪ **Project Manager: Sandeep Kumar**

      ▪ **UI/UX Designers: Jyotiraditya Saha, Saima Zainab Shroff**

      ▪ **Backend Developers: Kajol Singh, Amit Kulkarni**

      ▪ **Frontend Developers: Anjali Galav, Siddharth Umathe**

4. **Project Planning**

   o **A structured plan was created to align with the project deadline.**

   o **Key milestones and deadlines were discussed.**

   o **Tasks were divided into phases to ensure smooth execution.**

   o **Strategies for tracking progress and resolving issues were set.**

5. **Setting Communication and Collaboration Guidelines**

   o **Decided to use Slack for daily communication and GitHub for code collaboration.**

   o **Weekly meetings scheduled every Sunday at 10:00 PM for progress updates.**

   o **Google Docs and Notion will be used for documentation and task management.**

Action Items & Next Steps:

- **Finalize role-specific responsibilities.**

- **Begin initial work as per the planned timeline.**

- **Set up repositories and initial project structure.**

- **Schedule the next meeting for further progress updates.**

- **Each team member to go through the project documentation.**