Minutes of the Meeting

Topic	Client Meeting 3		Location	Remote
Organizer	CS3001		Date	9-Feb-25
	Attendees	Absentees	Start Time	7:10 PM
	Amit Kulkarni	None	End Time	7:40 PM
	Anjali Galav		Duration	0:30
	Jyotiraditya Saha		Update By	Jyotiraditya Saha
Participants	Kajol Singh		Last Updated	09-Feb-25 11:19:00 PM
	Saima Zainab Shroff			
	Sandeep Kumar			
	Siddharth Umathe			
	Shubham (Client Representative)			

	Agenda	
	Review of Milestone 2 Storyboard	✓
	Feedback from the Client	✓
	Discussion on Next Steps and Deliverables	✓

S.No.	Point Discussed	Remarks
1	Milestone 2 Storyboard Presentation	The team presented the storyboard for Milestone 2.
2	Feedback on Storyboard	Client appreciated the storyboard and the ideas presented.
3	Feature Development Priority List	Client suggested developing features one-by-one based on a priority list.
4	Clarification on Team Roles and Responsibilities	Client inquired about who will handle specific tasks and explained the roles of team members, including leaders and reviewers.
5	Chatbot Demo by Client	Client presented a demo of a chatbot to provide insights into its functionality and relevance to the project.
6	Clarification on Project Management and Scheduling Techniques	Client inquired about the project management and scheduling techniques being used.
7	Frontend Development and Class Diagram Creation	Client suggested starting with frontend coding and working on the class diagram.

S.No.	Action Items		Responsible	Completion Date
1	Finalize role allocation matrix		Entire team	11-Feb-25
2	Create feature development priority list		Entire team	13-Feb-25
3	Initiate frontend development		Amit, Anjali	14-Feb-25
4	Complete class diagram		Jyotiraditya, Kajol, Saima	16-Feb-25