

Project Meeting Summary

1. Introduction Meeting - Initial Setup and Work Division

Date of Meeting: 29/10/24

Platform: Google Meet

Attendees: Bhagwan Singh, Bhaskar Mahato, Shivam Shukla (Sultanpur), Mousam Kumari

Purpose:

This introductory meeting served as an opportunity to connect and establish a collaboration foundation. We shared our GitHub and LinkedIn IDs with group members to facilitate further communication and project sharing. We also divided tasks among team members, ensuring each person had a clear role.

Key Points Discussed:

1. GitHub Repository Setup:

- Creation of a central repository for code management, issue tracking, and pull requests.

2. Task Allocation:

- Each team member was assigned specific project tasks to work on individually and collaboratively.

Action Items:

- Set up the GitHub repository with an initial file structure.
- Define roles and responsibilities for each team member.



2. Follow-Up Meeting - Repository Update and Collaboration Setup

Date of Meeting: 31/10/24

Platform: Google Meet

Purpose:

During this meeting, we focused on uploading project files to GitHub and initiating collaborative editing. We confirmed that each member could access and edit the repository.

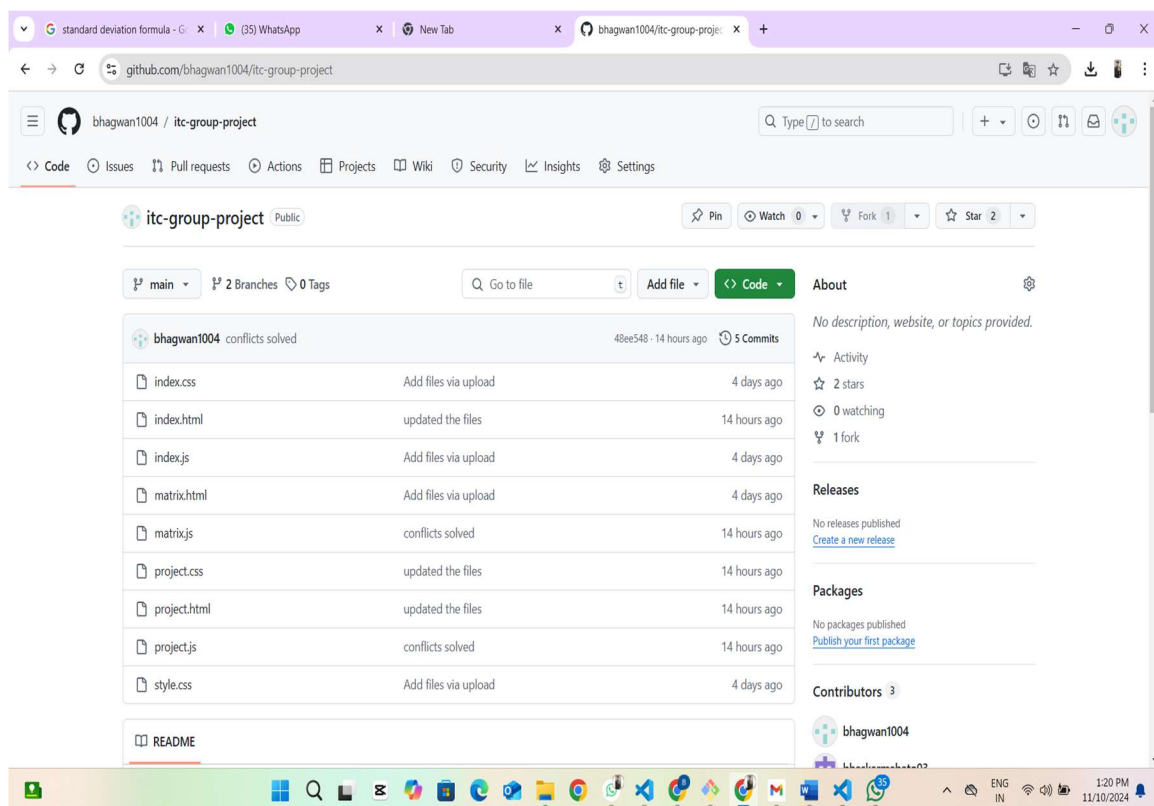
Key Points Discussed:

1. Repository Upload:

- Uploaded initial project files to the GitHub repository.
- Began editing and refining code collaboratively.

2. Editing and Issue Tracking:

- Implemented issue tracking for task delegation and progress updates.
- Discussed using branches for feature development and integrating edits into the main repository.



3. Project Development - Homepage and Design Work

Date of Meeting: 03/11/24

Platform: Google Meet

Purpose:

Focused on working on the homepage design and the overall structure and layout for the project website.

Key Points Discussed:

1. Homepage Development:

- Developed the initial layout for the homepage, ensuring it aligned with project goals.
- Incorporated user-friendly navigation elements.

2. Design and Execution:

- Established design guidelines and began implementing styles to create a cohesive, responsive interface.
- Assigned final tasks for additional pages and features.

4. Final Meeting - Project Review and Completion

Date of Meeting: 06/11/24

Platform: Google Meet

Purpose:

In this final meeting, we completed remaining tasks and reviewed the project thoroughly to ensure smooth functionality. All features were finalized and tested.

Key Points Discussed:

1. Final Review and Testing:

- Conducted comprehensive testing across browsers and devices to ensure responsiveness.
- Addressed any remaining issues with functionality or design.

2. Project Completion:

- Confirmed successful implementation of all features and wrapped up the project smoothly.

Conclusion:

The team successfully completed all tasks, achieving a fully functional and responsive project. The collaborative effort provided valuable insights and experience with project management and GitHub workflow.

5. JavaScript File Creation and Discussion*

Date of Meeting: 17/11/24

Platform: Google Meet

Purpose:

During this meeting, we created a JavaScript file on GitHub and started working on it.

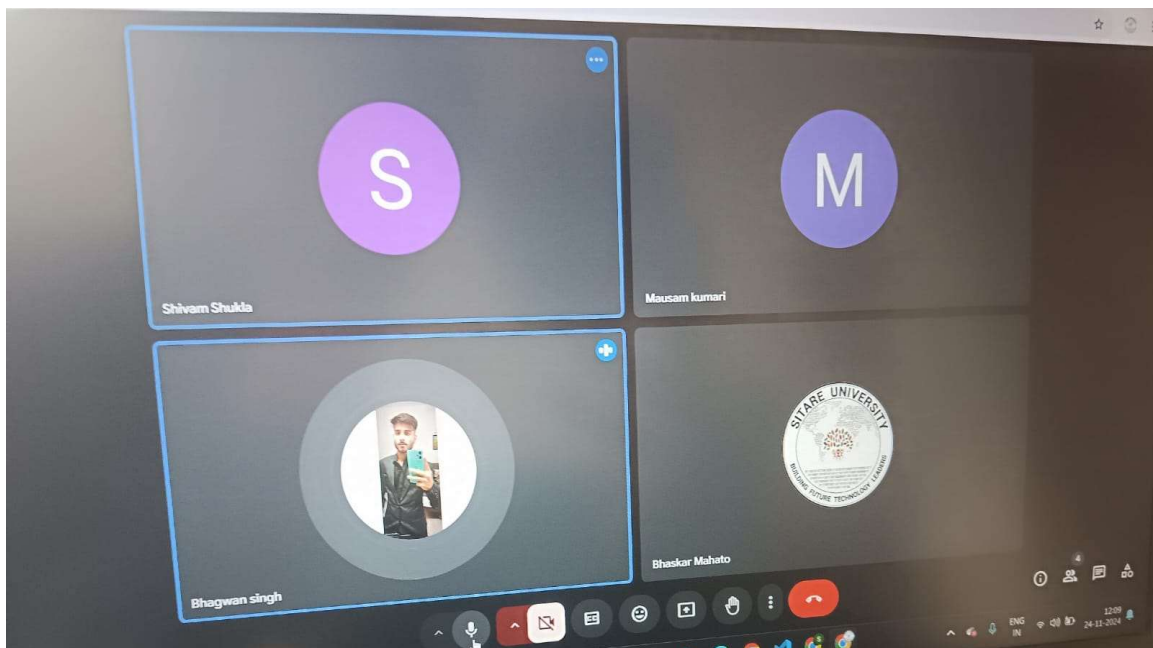
Key Points Discussed:

1. JavaScript File Creation:

- Created and initialized a new JavaScript file in the repository.
- Began coding initial functionality as per project requirements.

2. Action Plan:

- Plan set to discuss challenges and progress in the next meeting.



6. Discussion on Challenges and Solutions

Date of Meeting: 19/11/24

Platform: Google Meet

Purpose:

This meeting addressed the difficulties faced while working on the JavaScript file and proposed solutions.

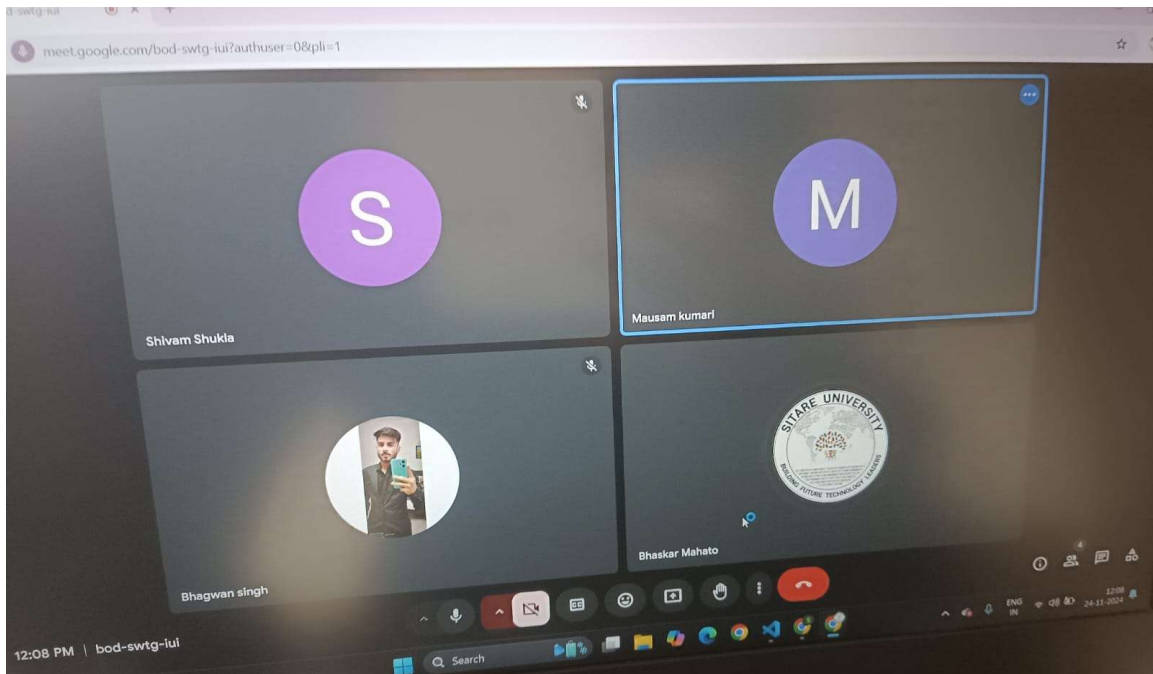
Key Points Discussed:

1. Challenges Faced:

- Debugging issues and resolving syntax errors in the JavaScript file.

2. Solutions Implemented:

- Collaborative debugging and knowledge sharing among team members.



7. JavaScript Integration and Completion

Date of Meeting: 23/11/24

Platform: Google Meet

Purpose:

The team worked on integrating the JavaScript file with the main project and completed the task.

Key Points Discussed:

1. Integration and Testing:

- Successfully attached the JavaScript file to the main project.
- Conducted final testing to ensure smooth integration and proper functionality.

2. Project Milestone:

- **Marked the successful completion of JavaScript-related tasks.**

