PROGRESS REPORT - MINUTES OF MEETING

WEEK: 1 | MEETING ORGANIZER: KETKAR, ABHISHEK

MEETING ATTENDEES: KONDAPANENI, CHARAN SAI : 1002065248

KETKAR, ABHISHEK : 1002065640

RAJENDRAN, NAVEEN KUMAR : 1002039449

RACHAKONDA, SAI PRASANNA : 1002090739

KUNCHAKURI, HARSHITHA : 1002111389

MEETING DATE & TIME: 09/28 - 4:00 PM

MEETING NOTE-TAKER: KONDAPANENI, CHARAN SAI

MEETING MODALITY: IN-PERSON

TASKS TO BE PERFORMED THIS WEEK:

- 1. Understanding and planning React implementation.
- 2. Discuss blog design and content.
- 3. Distribute workload among team members.

PROJECT PHASE: 1

Task Name(s):

- 1. Start working on React.
- 2. Start working on blog

Number of hours allocated: 1 hour.

Actual hours put in: 1 hour per member.

MileStones achieved in previous week:

This is the first meeting of the phase.

Backlogs:

No backlogs in this meeting.

Plan to address Backlogs: No backlogs.

Are all members equally contributing: Yes, all members are equally contributing.

If no, please specify reasons:

Comments by Note-Taker:

Discussed the project document so that all the team members are on same page.

Discussed about task allocation for phase 2.

Meeting Start: 4:00 PM Meeting End: 5:00 PM

PROGRESS REPORT - MINUTES OF MEETING

WEEK: 2 | MEETING ORGANIZER: RAJENDRAN, NAVEEN KUMAR

MEETING ATTENDEES: KONDAPANENI, CHARAN SAI : 1002065248

KETKAR, ABHISHEK : 1002065640

RAJENDRAN, NAVEEN KUMAR : 1002039449

RACHAKONDA, SAI PRASANNA : 1002090739

KUNCHAKURI, HARSHITHA : 1002111389

MEETING DATE & TIME: 10/6 - 2:00 PM

MEETING NOTE-TAKER: KONDAPANENI, CHARAN SAI

MEETING MODALITY: IN-PERSON

TASKS TO BE PERFORMED THIS WEEK:

- 1. Complete the react pages.
- 2. Complete the blog.

PROJECT PHASE: 1

Task Name(s):

Home page- Rachakonda, Sai Prasanna; Kunchakuri, Harshitha Blog - Abhishek Ketkar Instructor module, Admin Module- Rajendran, Naveen Kumar Login and register page, Student Module - Kondapaneni, Charan Sai

Number of hours allocated: 2 hours.

Actual hours put in : 2 hours per member.

MileStones achieved in previous week:

Completed Homepage, Login, Register, Student modules.

Backlogs: No backlogs.

Plan to address Backlogs: No Backlogs.

 $\label{lem:contributing: Yes, all members are equally contributing.}$

If no, please specify reasons:

Meeting Start: 2:00 PM Meeting End: 4:00 PM

PROGRESS REPORT - MINUTES OF MEETING

WEEK: 3 | MEETING ORGANIZER: RAJENDRAN, NAVEEN KUMAR

MEETING ATTENDEES: KONDAPANENI, CHARAN SAI : 1002065248

KETKAR, ABHISHEK : 1002065640

RAJENDRAN, NAVEEN KUMAR : 1002039449

RACHAKONDA, SAI PRASANNA : 1002090739

KUNCHAKURI, HARSHITHA : 1002111389

MEETING DATE & TIME: 10/12 - 6:00 PM

MEETING NOTE-TAKER: RAJENDRAN, NAVEEN KUMAR

MEETING MODALITY: VIRTUAL

TASKS TO BE PERFORMED THIS WEEK:

1. Complete the React pages

PROJECT PHASE: 1

Task Name(s):

Instructor module- Rajendran, Naveen Kumar Blog Pages, QA Officer - Ketkar, Abhishek Admin Module – Kondapaneni, Charan Sai

Number of hours allocated: 3 hours.

Actual hours put in: 3 hours per member.

MileStones achieved in previous week:

Completed React conversion Instructor modules, Admin module QA Officer.

Completed Blog.

Backlogs:

No backlogs in this meeting.

Plan to address Backlogs:

Are all members equally contributing: Yes, all members are equally contributing. If no, please specify reasons:

Comments by Note-Taker:

1. Everyone provided an update on the progress of their tasks

Meeting Start: 6:00 PM Meeting End: 9:00 PM