**Minutes of Meeting**

# **Meeting 1 with Supervisor (March 25th, 2019)**

|  |  |
| --- | --- |
| **Participants** | **Time** |
| Sameed Kashif | 30min |
| Pranav | 30min |
| Muhammad Azim | 30min |
| Harsha | 30min |
| Vinay | 30min |
| Sandy | 30min |

# Agenda

Project introduction and how things will go during the trimester. Roles and responsibilities.

# **Meeting 2 with Squad (March 26th, 2019)**

|  |  |
| --- | --- |
| **Participants** | **Time** |
| Sameed Kashif | 90min |
| Pranav | 90min |
| Muhammad Azim | 90min |
| Harsha | 90min |
| Vinay | 90min |
| Sandy | 90min |
| Nikita | 90min |
| Goutham | 90min |
| Naman | 90min |
| Bilal | 90min |
| Nikhil | 90min |

# Agenda

The project introduction was given, the goal of the project, the issues in the previous versions and the progress already made during the last iteration. Some ideas were shared and discussed about the tools.

# **Meeting 3 with Supervisor (April 1st, 2019)**

|  |  |
| --- | --- |
| **Participants** | **Time** |
| Sameed Kashif | 30min |
| Pranav | 30min |
| Muhammad Azim | 30min |
| Harsha | 30min |
| Vinay | 30min |
| Sandy | 30min |
| Nikita | 30min |
| Goutham | 30min |
| Naman | 30min |
| Bilal | 30min |
| Nikhil | 30min |

# Agenda

The project working was updated as it was made clear to us that we both groups need to make this project as a squad in iterations which will go one step ahead every time this project is taken. We are supposed to create a project clean and proper working in such a way that in future some other squad can take this project to the next level. So the working should be clean and tidy. The squad clarified their queries and were ready to move forward with the working.

# **Meeting 4 with Squad (April 1st, 2019)**

|  |  |
| --- | --- |
| **Participants** | **Time** |
| Sameed Kashif | 120min |
| Pranav | 120min |
| Muhammad Azim | 120min |
| Harsha | 120min |
| Vinay | 120min |
| Sandy | 120min |
| Nikita | 120min |
| Goutham | 120min |
| Naman | 120min |
| Bilal | 120min |
| Nikhil | 120min |

# Agenda

The squad decided the roles of everyone. The tools for the project were finalized and according to the tasks smaller groups were formed according to their categories.

# **Meeting 5 Technical Revision (April 12th, 2019)**

|  |  |
| --- | --- |
| **Participants** | **Time** |
| Sameed Kashif | 25min |
| Pranav | 25min |
| Muhammad Azim | 25min |
| Vinay | 25min |
| Sandy | 25min |
| Nikita | 25min |
| Goutham | 25min |
| Bilal | 25min |
| Nikhil | 25min |

# Agenda

Showed/talked about the progress done, discussed the issues/hurdles faced. Clarified the queries in mind and the working of the project regarding the availability of the system.

# **Meeting 6 with Supervisor (April 12th, 2019)**

|  |  |
| --- | --- |
| **Participants** | **Time** |
| Sameed Kashif | 60min |
| Pranav | 60min |
| Muhammad Azim | 60min |
| Harsha | 60min |
| Vinay | 60min |
| Sandy | 60min |
| Nikita | 60min |
| Goutham | 60min |
| Naman | 60min |
| Bilal | 60min |
| Nikhil | 60min |

# Agenda

The progress was shared, what steps to take next and how to proceed was discussed. The points raised during the technical review were shared and discussed.

# **Meeting 7 with Squad in Greenwood (April 12th, 2019)**

|  |  |
| --- | --- |
| **Participants** | **Time** |
| Sameed Kashif | 11am-3pm |
| Pranav | 11am-3pm |
| Muhammad Azim | 11am-3pm |
| Harsha | 11am-3pm |
| Vinay | 11am-3pm |
| Sandy | 11am-3pm |
| Nikita | 11am-3pm |
| Goutham | 11am-3pm |
| Bilal | 11am-3pm |
| Nikhil | 11am-3pm |

# Agenda

Discussed the progress, summarized the meetings (technical and supervisor). Decided the tasks and worked together on the project.

# **Meeting 8 with Squad in Greenwood (April 30th, 2019)**

|  |  |
| --- | --- |
| **Participants** | **Time** |
| Sameed Kashif | 120min |
| Pranav | 120min |
| Muhammad Azim | 120min |
| Harsha | 120min |
| Vinay | 120min |
| Sandy | 120min |
| Nikita | 120min |
| Goutham | 120min |
| Bilal | 120min |
| Nikhil | 120min |
| Naman | 120min |

# Agenda

Discussed the progress, summarized the tasks completed. Decided the next tasks and worked on the project.

# **Meeting 9 with Supervisor in Greenwood (May 3rd, 2019)**

|  |  |
| --- | --- |
| **Participants** | **Time** |
| Sameed Kashif | 30min |
| Pranav | 30min |
| Muhammad Azim | 30min |
| Harsha | 30min |
| Vinay | 30min |
| Sandy | 30min |
| Nikita | 30min |
| Goutham | 30min |
| Bilal | 30min |
| Nikhil | 30min |
| Naman | 30min |

# Agenda

Discussed the progress, tasks completed and the issue faced for the completion of the remaining tasks. Discussed the OnTrack document issues and shared the delivery state by the end of timeline.

# **Meeting 10 with Supervisor in Greenwood (May 10th, 2019)**

|  |  |
| --- | --- |
| **Participants** | **Time** |
| Sameed Kashif | 40min |
| Pranav | 40min |
| Muhammad Azim | 40min |
| Harsha | 40min |
| Vinay | 40min |
| Sandy | 40min |
| Goutham | 40min |
| Bilal | 40min |
| Nikhil | 40min |
| Naman | 40min |

# Agenda

Discussed the progress, tasks completed and the issue faced for the completion of the remaining tasks. Also proposed for the demonstration if the required goals are met by the next meeting.

# **Meeting 11 Technical Review in Greenwood (May 10th, 2019)**

|  |  |
| --- | --- |
| **Participants** | **Time** |
| Sameed Kashif | 30min |
| Pranav | 30min |
| Muhammad Azim | 30min |
| Harsha | 30min |
| Vinay | 30min |
| Sandy | 30min |
| Goutham | 30min |
| Bilal | 30min |
| Nikhil | 30min |
| Naman | 30min |

# Agenda

Explained the Project scope, issues faced by the previous version, methodology and tools selected to make that project. Libraries and structure of the project. Gave the demo of the project and shared ideas for the remaining work.

# **Meeting 12 with Supervisor (May 22nd, 2019)**

|  |  |
| --- | --- |
| **Participants** | **Time** |
| Bilal | 30min |

# Agenda

Project update was given and the working was discussed.