MINUTES OF MEETING – 1

DATE : 10th August 2016

VENUE : Guest House Canteen, IIIT-H

ATTENDEES : Shubham Rathi(Client/Mentor), Mayank Modi(Team), Simran Singhal(Team), Prakrati Dangarh(Team).

AGENDA : To have a clear idea of the requirements of the project and expectation of the client.

MEETING NOTES :

1. Opening -> The meeting started with a brief acknowledgement about the project topic and technologies used by the client. Sir offered us the choice of web-framework we want to work on. We settled on Django.

2. First 15 minutes -> Next we went into the details of each delieverable. He elaborated on the content of the portal, for example : talk registration and how it should include the soicial profile/tags of the speakers, public and internal login system, etc.

3. Next 10 minutes -> The client emphasised more on better UI which we lack presently for our college portals and suggested to get inspiration from some of the renowned universities. We were also offered the flexibility to choose templates of our choice and the freedom to ask them to buy one if required.

4. Modi suggested an idea of tracing “IIT-H” which actually stands for “IIIT-H” on the news/posts on social media and correct them which the client found quite innovative but said it can be picked up later according to time.

5. Closing -> The meeting lasted for 20-25 minutes and concluded with the scheduling of next meeting with Madhavi Ma’m – the head-incharge of Social Media Team and some discussion on upcoming deadlines.