

MoM-Minutes Of Meeting

Meeting Details

Date: 12-02-2024

Time: 6:30 PM

Location: CIE

Attendees: Team-23

- Chirag Dhamija
- Prakhar Singhal
- Asish Bharadwaj
- Sohan Mupparappu

Title and Purpose of the Meeting

Title: Mega-Meet 12th Feburary

Purpose: To discuss progress updates, review past work, and plan future actions regarding the Venture Vault project.

Important Highlights of the meet

Review of Past Work

During the meeting, representatives from all three teams affiliated with Venture Vault presented updates on their respective progress.

1. Team 19 undertook the responsibility of analyzing competitors within the market, aiming to extract valuable insights from both successful and unsuccessful ventures. Their task involved scrutinizing the strategies, strengths, and weaknesses of these companies, offering a comprehensive understanding of the competitive landscape.
2. Team 7 showcased the User Interface (UI) and User Experience (UX) design they have been developing. Each member of the meeting provided constructive feedback, contributing to the refinement and enhancement of the design. This collaborative review process ensures that the final product aligns closely with the needs and preferences of the target audience.

3. Our team (Team 23), on the other hand, focused on drafting the Standard Operating Procedures (SOP) for Venture Vault. The SOP serves as a comprehensive rulebook, outlining the operational protocols and guidelines that all members of the company are expected to adhere to. During the meeting, we presented our drafted SOP to the other teams, fostering transparency and ensuring alignment across all departments. This step is crucial for establishing consistency and efficiency in our operations, laying a solid foundation for future growth and success.

Future Action Plan

1. Team 19 have been tasked with compiling a comprehensive list of features to be integrated into Venture Vault's product offerings. This involves identifying key functionalities and innovations observed in competitor products that could enhance the competitiveness and appeal of Venture Vault's offerings.
2. Concurrently, the team 7 has been assigned the crucial responsibility of crafting the visual and interactive experience of the company's website. This encompasses creating intuitive interfaces, optimizing user flows, and ensuring a seamless and visually appealing browsing experience for visitors.
3. Furthermore, our team has been charged with refining the Standard Operating Procedures (SOP) document. This involves revising the language to ensure clarity and precision, as well as incorporating visual aids where beneficial to enhance understanding. Additionally, we are tasked with expanding the SOP to include templates for quality assurance procedures, test analysis protocols, and any other necessary documentation frameworks. These templates will serve as standardized guidelines for various operational processes within the organization, facilitating consistency, efficiency, and quality control across all departments.