

Meetings and Coordination

Throughout the project, regular meetings were held to discuss tasks, challenges, and progress. The meetings facilitated timely decision-making, resolution of technical issues, and ensured that the project milestones were achieved successfully.

Meeting No.	Date	Agenda	Minutes of Meeting (Brief Summary)	Outcomes/Decisions Taken
1	09/05/2024	Kick-off and Scope Finalization	Discussed project goals, divided broad areas among team members for initial research and POCs.	Finalized initial idea for 'CleverCollab'
2	09/20/2024	Dataset Selection and ML Exploration	Chose Jira API and Global Surface datasets for predictive analytics. Explored potential ML models.	Set action items for model experiments
3	10/05/2024	Data Gathering & Preprocessing Discussion	Faced challenges with inconsistent Jira API data. Planned data cleansing strategies.	Distributed data collection and cleaning tasks
4	10/18/2024	Chatbot Research and Early Prototyping	Compared RovoAgent and Forge App capabilities for integration.	Started basic chatbot development
5	11/02/2024	Data Pipeline Development	Discussed ETL pipeline requirements to pull, clean, and store Jira data.	Assigned pipeline components to each member
6	11/18/2024	ML Model Integration for Task Prioritization	Finalized the choice of model and discussed feature	Trained initial predictive models

			importance.	
7	12/01/2024	Test Plan Drafting and Semester Wrap-up	Planned component-wise testing; reviewed Fall tasks.	Completed documentation and deliverables
8	01/15/2025	UI Development and Tech Stack Migration	Decided to move from Python frontend to Next.js & TypeScript. Assigned frontend roles.	Built initial dashboard prototype
9	02/01/2025	Authentication and Kanban Board Planning	Integrated Clerk for authentication. Designed Kanban workflows and drag/drop interaction flow.	Set milestones for Kanban module
10	02/22/2025	Chatbot Context Awareness and Skill Matching	Added AI skill-matching logic and enhanced chatbot to detect task allocation context.	Improved task assignment automation
11	03/15/2025	Final Testing and Jira Integration Validation	Reviewed test cases for AI refinement, Kanban drag-drop sync, and automated task creation.	Fixed sync issues and finalized test cases
12	04/01/2025	Final UI Refinement and Project Submission Prep	Ensured UI consistency (colors, modal pages, info/help sections). Prepared project report and demo materials.	Project ready for submission and presentation