Online Course Management System
Minutes of Meeting
Group 03

Sr. No	Meeting Date	Duration	Purpose	Description
1.	09-Aug-2023	30 minutes	Choosing the topic for the project and the group leader	We have selected 3 topics according to suggestions of all group members and the technology we all were familiar with.
2.	15-Aug-2023	2 hours	Role decidement in the project	After the assignment of the topic to our group, We asked all the group members to give their preference for the technology.
3.	28-Aug-2023	1.5 hour	Learn Technology	Giving ideas and resources to all group members to start learning technology which we are going to use
4.	17-Sept-2023	1 hour	Final role of group members in the project	We divided our team in the group of 3, 2, 3, and 2 for front end back end, testing and documentation. We also decided which technology to use (Conclusion was Basic HTML, CSS, JS and Bootstrap for frontend, and Django for backend).
5.	27-Sept-2023	2 hour	Discussing the look of the front end	We decided what our online course management system would look like and drew a basic paper prototype for this. This took more than expected time :)
6.	02-Oct-2023	30 minutes	Separating the meeting of frontend and backend	We decided to separate our meeting of the frontend and backend as we are working

				on the different components.
7.	17-Oct-2023	30 minutes	Review the work done by the front end and backend developers	We had a small meeting on the development, review and changes of frontend pages. Everybody was giving their suggestions to improve the frontend.
8.	24-Oct-2023	1.5 hour	Finalized the frontend pages to be made for every role of our portal	Based on our mid-evaluation, we finalized the theme and how the website will look, basically the redirection of the pages.
9.	02-Nov-2023	1 hour	Meetings of every section of our group and status of their development	We all front-end and back-end developers gathered for the work done in the particular area and discussed whether we are going in the right direction or not.
10.	06-Nov-2023	1 hour	Separation of final tasks among the group	We had a meeting in which we discussed the documentation given by the professor with the documentation team.
11.	19-Nov-2023	2.5 hour	Reviewing the final product which was deployed	In this meeting, we first tested our hosted website and found the bugs inside it. We also corrected the bugs found at the time of meeting.
12.	22-Nov-2023	2 hour	Final compilation of the documents	We had a final meeting in which we gathered all the documents done by the individual group members and prepared a project presentation.