

Meeting Minutes – Meeting 4

02/03/2024 [7:00 pm to 8:40 pm]

Meeting Attendees-

- 1) Rahman Mehmood**
- 2) Suhaibuddin Ahmed**
- 3) Kamalini Ponnuru**
- 4) Andre Sharp**
- 5) Varun Mahankali**
- 6) Usama Bin Faheem**

Agenda:

- To discuss about the requirements of Deliverable 1.
- Assigning roles to Team Members.
- Setting and Discussion of Project Milestones and Goals.
- Determining the Technology Stack for the Project.
- Delegation of responsibilities for Deliverable 1.
- End Note

- 1) To discuss about the requirements of Deliverable 1.

The meeting began with the discussion of the requirements for the deliverable 1. Kamalini took lead in talking about this using the rubrics and the guideline document of deliverable 1.

- 2) Assignment of Roles to Team Members

The roles were assigned to all the team members, after a discussion among the meeting attendees. The roles were assigned based on the preferences of each team member which was recorded in a Google document.

- 3) Setting and Discussion of Project Milestones and Goals.

The project milestones were discussed and planned out, a schedule for achieving the specific milestones and development phases was made.

- 4) Determining the Technology Stack for the Project.

The languages and technologies which will best suit the project were decided. It has been decided to use the following technologies:

Front-End: React JS, HTML/ CSS

Back-End: Node JS, MongoDB | (Check FireBase)

Deployment Tool: Streamlit

Management Tools: Trello, Teams, GitHub, Canva, MS word and PPT.

5) Delegation of responsibilities for Deliverable-I.

Responsibilities for the preparation of the deliverable-1 hand-in, PPT were discussed and it was decided that Kamalini will take lead in the framing of the presentation format and give an outline, so that each member can prepare and present their slides. Andre has taken the lead in the documentation of the Deliverable-I, He will be taking the initiative of doing the risk management portion of the documentation. The rest of the portions will be led by Andre and team members will be helping him out.

6) End Note

It was decided to complete the presentation and the documentation required for Deliverable-I by 02/04/2024 and submit it on the next following day or on that day itself if everything is good. The preparation of meeting minutes of the Meeting-4 was assigned to Rahman.