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| Minutes of Meeting | | | | | |
| Attendees: Roopam Kumari, Karthikeya Sarma, Amit Kumar, Soumita Raychaudhuri, Keertana Pandit, Aqhsa Rizvi, Deepthi Prakash, Pranjala J, Vyshnavi M R | | | | | |
| Date and Venue: 30-10-2023, Virtual Meeting (Microsoft Teams) | | | | | |
| Sl No | **Pointers of Discussion** | **Suggested Solutions** | **Action** | **Status** | **Deadline** |
| 1 | Project Objectives to be elaborated | Elaborate the project objectives and the solution provided. Make flow charts to explain the flow of data. | Making the necessary additions to the presentation. | Open | 02.11.2023 |
| 2 | Functional Requirements | Add flowcharts to display the functional requirements. | Creating flowcharts for the functional requirements and complete customer flow. | Open | 02.11.2023 |
| 3 | Make the presentation more visually appealing | Add pictures and flowcharts for the better understanding. | Making the necessary changes and updating the presentation. | Open | 02.11.2023 |
| 4 | Scrum Calls | To happen every day first thing in the morning | Scrum Calls are to be conducted and recorded by the Scrum Masters | Open | 23.11.2023 |