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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: 17-11-2023, Virtual Meeting (Microsoft Teams) | | | | | |
| Sl No | **Pointers of Discussion** | **Suggested Solutions** | **Action** | **Status** | **Deadline** |
| 1 | Making any changes if necessary | Check if any changes are needed | Make necessary changes | Open | 17.11.2023 |
| 2 | Scrum Calls | To happen every day first thing in the morning | Scrum Calls are to be conducted and recorded by the Scrum Masters | Open | 17.11.2023 |