

# **Minutes of Meeting held on Wednesday, January 13**

By- Bhramara Joshi

**Subject:** Discussion over documentation and tools to be used for preparing a website on the Indian constitution

**Venue:** Supreme Court Chief Justice's office

**Duration:** 40 minutes

**Participants from The Chief Justice of India's office:** Mr. P and Ms. N

**Participants from Technowrites:** Mr. A and Ms. K

## **Points Discussed:**

1. Mr. A summarised the points discussed in the first meeting.
2. Technical solutions to the project at hand offered.
3. Issues which need to be addressed and decisions that need to be taken stated in today's meeting.
4. Mr. A gave a brief idea regarding the tools that are going to be used for developing the website:
  - Topics
  - Links
  - Graphics
  - Videos
5. An idea about the processes that are going to be followed along with the distribution of work in 3 phases was put forth and then discussed.
6. Mr. A suggested using a tool called 'Media Wiki' which was followed with an explanation about its features and how it could help in building the website.
7. A Timeline of one year given and the Go-live date confirmed as 26<sup>th</sup> January 2014.
8. Mr. A explained how the work would be distributed and carried out over the next 13 months.
9. 11<sup>th</sup> month confirmed as cut off for final draft of the documentation.

## **Action Items:**

1. Mr. A's company to send the Minutes of Meeting (via e-mail).

2. PowerPoint presentation regarding the design and process plans to be arranged and executed by Mr A's company.
3. Submission of the resource plan in the next meeting.

**Key contacts:**

<b>Name</b>	<b>E-mail</b>	<b>Phone</b>
Mr. P	mrp@companyname.com	020- 2xx x0x xx
Ms. N	msn@companyname.com	020- 2xx xxx 0x
Mr A	mra@companyname.com	022- 2xx xxx 0x

Regards,

Bhramara Joshi