**Meeting Minutes**

**<ReqM Tool>**

**NTT Data Romania**

**Street Constanta 19-21**

**Cluj Napoca**

**City, State 400158**

**2019**

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# Introduction

Meetings are used to discuss and address pertinent topics of the project when directing and managing project work. Attendees at the meetings may include the project manager, the project team and appropriate stakeholders involved or affected by the topics addressed. Each attendee should have a defined role to ensure appropriate participation.

Meeting minutes should be stored as defined in the project management plan. Meetings are most effective when all participants can be face-to-face in the same location.

# Meeting Minutes Register

## Meeting #01:

**Date:**

**Meeting Objective:**

* Kickoff Meeting for the project
* Define the scope of the project
* Define the main requirements

**Location:**

* 7th Floor, NTT Data Tower 1.

**Attendees:**

* Andrei Hirtie
* Bogdan Cunita
* Bogdan Herciu
* Madalina Fantana
* Paul Dobrota

**Report:**

* Defined the scope of the project
* Defined the main idea of the project
* Defined the programming language to be used by the students.

**Next Meeting Objective (if applicable):**

* Define high level requirements.
* Define the number of students.
* Define a base application from where the students can start.