|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE & TIME** | 22.11.2018 12:00pm – 1:20pm | | | | | | |
| PARTICIPANTS |  | | | | | | |
|  |  | Deeksha Ramesh |  | Bhargavi Mohan | | | |
|  |  | Suheel S N |  | Sanket | | | |
|  |  | Harshitha Gowda |  | Arkajit Dhar | | | |
|  |  | Ashwin |  | Sevil | | | |
|  |  | Vivek |  | Hadi | | | |
|  |  |  |  |  | | | |
| Subject | **Items Discussed** | | | | **Scribe** | **Responsible** | **Deadline** |
| Work Packages Description | Detailed description of work packages and tasks involved in each of them. | | | | Hadi |  |  |

**NEXT MEETING AGENDA**

|  |  |
| --- | --- |
| **DATE & TIME** | 29.11.2018 12:30pm |
| 1. Submit the draft of project plan. | |
| 1. Assign a leader for work packages and tasks. | |
|  | |