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| --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE & TIME** | 29.11.2018 12:30pm – 1:00pm | | | | | | |
| PARTICIPANTS |  | | | | | | |
|  |  | Deeksha Ramesh |  | Bhargavi Mohan | | | |
|  |  | Suheel S N |  | Sanket | | | |
|  |  | Harshitha Gowda |  | Arkajit Dhar | | | |
|  |  | Ashwin |  | Sevil | | | |
|  |  | Vivek |  | Hadi | | | |
|  |  |  |  |  | | | |
| Subject | **Items Discussed** | | | | **Scribe** | **Responsible** | **Deadline** |
| Draft Project Proposal  Teams working on different work packages | Status on the draft of Project Proposal.  Teams were formed, and after Hadi’s inputs regrouping was done with the consent from members. | | | | Team  Team |  |  |

**NEXT MEETING AGENDA**

|  |  |
| --- | --- |
| **DATE & TIME** | 06.12.2018 12:30pm |
| 1. Submit the final project plan. | |
| 1. Details of teams and the leader for the work packages are to be submitted. | |
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