*Campus tour software*

Meeting Minutes

Meeting Date: 03/03/2017

Meeting Location: Library

Approval: 03/03/2017

Recorded By: Nayan Reddy Prodduturi

# Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Organization** | **Present** |
| Nayan Reddy Prodduturi | Primary contact, Communications and documentation management | NWMSU | Y |
| Mallikharjuna Rao Dande | Quality and testing management | NWMSU | Y |
| Chiranjeevi Sneha Kotu | Requirements management | NWMSU | Y |
| Vamsi Krishna Solasa | Issues management | NWMSU | Y |
| Rakesh Chitturi | Data management | NWMSU | Y |
| Teja Parimi | Quality and testing management | NWMSU | Y |

# Meeting Location

Building: B.D. Owens Library

Conference Room: iPlace

Conference Line: N/A

Web Address: N/A

# Meeting Start

Meeting Schedule Start: 15:30

Meeting Actual Start: 15:45

Meeting Scribe: Eight Meeting

# Agenda

* **Decided to gather media for buildings.**
* **Setting up the virtual machine with the project components.**
* **Work division and planned work to be done in the coming week**
  + As per the iteration plan, we decided to work on media handling in the app as well as the web.

# Meeting End

# Meeting Schedule End: 16:45

Meeting Actual End: 16:45

# Post Meeting Action Items

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** |
| Writing a class to fetch the media files and zip them to a folder using java | Nayan Reddy Prodduturi, Vamsee Krishna Solasa | 03/10/17 |
| Setting up virtual machine with our project components | Rakesh Chitturi, Chiranjeevi Sneha Kotu, Teja Parimi | 03/10/17 |

# Decisions Made

* To divide the web functionality between team members.

# Next Meeting

Next Meeting: Library 03/10/17 18:00