*Campus tour software*

Meeting Minutes

Meeting Date: 04/21/2017

Meeting Location: Library

Approval: 04/21/2017

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: 15:30

Meeting Scribe: Final Meeting

# Agenda

* **Integrate the application, finish documentation.**
* **Work division and planned work to be done in the coming week**
  + As per the iteration plan, we will be completing the project and be handing in all the project components.

# Meeting End

# Meeting Schedule End: 16:45

Meeting Actual End: 16:45

# Post Meeting Action Items

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** |
| Document and submit the project components. | Nayan Reddy Prodduturi, Vamsee Krishna Solasa, Mallikarjun Rao Dande | 04/21/17 |
| Document and submit the project components. | Rakesh Chitturi, Chiranjeevi Sneha Kotu, Teja Parimi | 04/2117 |

# Decisions Made

* To test the application thoroughly and fix the bugs.

# Next Meeting

Next Meeting: Library 04/21/17 15:00