

Minutes of Meeting-5			Anotode
Meeting type :		Date :	Location :
Discussion		17/09/16	IIIT-V Hostel
Drafted by :	Drafted On:	Attendees :	Copy of minutes to :
Mukesh	18/09/16	❖ Avi ❖ Saurabh ❖ Monika ❖ Abhilash ❖ Chahat ❖ Mukesh ❖ Manikanta	➤ Chahat ➤ Avi ➤ Mukesh
Validated by:	Validated On:		
Chahat	18/09/16		

Agenda: Discuss importance of each survey question

Time	Topic	Owner
10:00-10:50	Discussed what each survey question tells us about our project	Avi A
10:50-11:10	Discussed week's log	Mukesh

1. SCHEDULE OF NEXT MEETING

Date : 26-09-2016

2. MEETING OBJECTIVES

- Review work on project documents

3. DISCUSSIONS AND ISSUES

Ref.	Task	Description
1.	<u>Discussion</u> <u>/ Action</u>	Start the survey
2.	<u>Discussion</u> <u>/ Action</u>	Review work done on project documents, discuss where problems