

Minutes of Meeting-3			Anotode
Meeting type :		Date :	Location :
Discussion		31/08/16	IIIT-V Hostel
Drafted by :	Drafted On:	Attendees :	Copy of minutes to :
Avi	01/09/16	❖ Avi ❖ Saurabh ❖ Monika ❖ Abhilash ❖ Chahat ❖ Mukesh	➤ Manikanta ➤ Avi ➤ Mukesh
Validated by:	Validated On:		
Manikanta	02/09/16		

Agenda: Develop Requirements Survey Questionnaire

Time	Topic	Owner
10:00-10:20	Discussed on the target audience of the project	Avi A
10:20-11:10	Brainstormed on questions to be asked in the survey	Monika M
11:10-11:30	Framed viable options/choices for each of the questions	Sunil Y

1. SCHEDULE OF NEXT MEETING

Date : 7-09-2016

2. MEETING OBJECTIVES

- Finalize the questionnaire, remove any ambiguity

3. DISCUSSIONS AND ISSUES

Ref.	Task	Description
1.	<u>Discussion / Action</u>	Finalize the final questionnaire
2.	<u>Action</u>	Track progress on project documents