

Minutes of Meeting - 2			Anotode
Meeting type :		Date :	Location :
Requirements Gathering		27/08/16	IIIT-V Hostel
Drafted by :	Drafted On:	Attendees :	Copy of minutes to :
Saurabh Nitnaware	27/08/16	❖ Saurabh N ❖ Monika ❖ Manohar ❖ Mukesh ❖ Sunil ❖ Manikanta	➤ Saurabh Nitnaware ➤ Avi A ➤ Abhilash
Validated by:	Validated On:		
Monika M	30/08/16		

Agenda: Design a detailed survey for specific and general purpose surveys

Time	Topic	Owner
11:00 - 11:30 GMT	Designed Case Tools to be used for flow control	Manohar
11:30-12:00 GMT	Team agreed on Project Definition	Saurabh N
12:00-12:30 GMT	Designed a layout of Project Execution flow	Sunil, Manikanta

1. SCHEDULE OF NEXT MEETING

Date : 31-08-2016

2. MEETING OBJECTIVES

- Discussed the questions to be included in the requirements questionnaire .

3. DISCUSSIONS AND ISSUES

Ref.	Task	Description
1.	<u>Action</u>	Coordinator for questionnaires were decided.
2.	<u>Discussion / Action</u>	Decided the strategies for carrying out surveys.