Minutes of Meeting-1		**Anotode**
Meeting type : Group Introduction	Date : 20/08/16	Location : IIIT-V Hostel
Drafted by : **Saurabh Nitnaware**	Drafted On: 21/08/16	Attendees : ❖ Saurabh N ❖ Avi A ❖ Monika ❖ Manohar ❖ Abhilash ❖ Mukesh ❖ Sunil ❖ Chahat	Copy of minutes to : ➢ Saurabh Nitnaware ➢ Avi A ➢ Manohar
Validated by: **Avi A**	Validated On: 22/08/16		

Agenda: Group Formation and Introduction

Time	Topic	Owner
14:00 – 14:30 GMT	Group Introduction and discussion of previously projects done by group members-attended.	Avi A
14:30-15:00 GMT	Brainstorming about Project Ideas	Monika M
15:00-15:30	Designed Rules and Regulations for Project	Saurabh N

1. SCHEDULE OF NEXT MEETING

Date : 27-08-2016

2. MEETING OBJECTIVES

- Discuss how we are going to start the project, the steps each team is supposed to follow.

3. DISCUSSIONS AND ISSUES

Ref.	Task	Description
1.	**Action**	Design Detailed Rules and Regulation for Project
2.	**Discussion / Action**	Discussion on Product/Project Name