**Project Team Meeting**

|  |  |
| --- | --- |
| **Project Name:** | Loanalytic-Web |
| **Purpose:** | Platform to process online bank loans |
| **Day, Date & Time:** | Wednesday, June 12, 2019 |
| **Location of Meeting:** | Colden Hall-3650 |
| **Attendees:** | Gangadhar Adusumalli  Vamsee Krishna Gangapatnam  Keerthi Sree Kukunoor  Gouthami Pasham  Taraka Raviteja Peddi  Himabindu Poshala  Meghana Putta |
| **Absentees:** | 0 |

**Agenda:**

* **Introductions of attendees**
* **Background of project**
* **Review of project-related documents (i.e. the business case, project charter)**
* **Discussion of project organizational structure**
* **Discussion of project scope, time, and cost goals**
* **Discussion of other important topics**
* **List of action items from the meeting**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Assigned To** | **Due Date** |
| Introductions of attendees | Gangadhar Adusumalli  Vamsee Krishna Gangapatnam  Keerthi Sree Kukunoor  Gouthami Pasham  Taraka Raviteja Peddi  Himabindu Poshala  Meghana Putta | June 12, 2019 |
| Background of project | Vamsee Krishna Gangapatnam | June 12, 2019 |
| Review of project-related documents | Meghana Putta | June 12, 2019 |
| Discussion of project organizational structure | Keerthi sree Kukunoor | June 12, 2019 |
| Discussion of project scope, time, and cost goals | Vamsee Krishna Gangapatnam and Gouthami Pasham | June 12, 2019 |
| Discussion on assumptions and dependencies | Himabindu Poshala | June 12, 2019 |
| Requirements gathering and designing ER diagram | Gangadhar Adusumalli | June 12, 2019 |
| Planning technologies | Taraka Raviteja Peddi | June 12, 2019 |
| Changes in document plan | Gouthami Pasham | June 12, 2019 |

**Date and time of next project team meeting:** June 13, 2019; 10:15 AM