**Client Team Meeting**

|  |  |
| --- | --- |
| **Project Name:** | Loanalytic-Web |
| **Purpose:** | Platform to process online bank loans |
| **Day, Date & Time:** | Wednesday; June 12, 2019; 10:15 AM |
| **Location of Meeting:** | Colden Hall 3650 |
| **Attendees:** | Gangadhar Adusumalli, Gouthami Pasham, Himabindu Poshala, Keerthi Sree Kukunoor, Meghana Putta, Taraka Raviteja Peddi, Vamsee Krishna Gangapatnam |
| **Absentees:** | **0** |

**Agenda:**

* **Introductions of attendees**
* **Background of project**
* **Discussion of project scope, time, and cost goals**
* **Discussion of other important topics**

**Client Wish List:**

|  |  |  |
| --- | --- | --- |
| **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 |
| Discussion of project scope, time, and cost goals | Vamsee Krishna Gangapatnam and Gouthami Pasham | June 12, 2019 |
| Working on Client Team Meeting, Project Team Meeting, Daily Report(team and individual), Initial draft of design, Revision of requirements | * Gangadhar Adusumalli * Vamsee Krishna Gangapatnam * Keerthi Sree Kukunoor * Gouthami Pasham * Taraka Raviteja Peddi * Himabindu Poshala * Meghana Putta | June 12, 2019 |
| Requirements final approval | * Gangadhar Adusumalli * Vamsee Krishna Gangapatnam * Keerthi Sree Kukunoor * Gouthami Pasham * Taraka Raviteja Peddi * Himabindu Poshala * Meghana Putta | June 12, 2019 |

**Date and time of the next client meeting:**

**June 13, 2019; 10:15 AM**