**Project Team Meeting**

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| **Project Name:** | Loanalytic-Web |
| **Purpose:** | Platform to process online bank loans |
| **Day, Date & Time:** | Tuesday, June 11, 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**

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| **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 11, 2019 |
| Background of project | Vamsee Krishna Gangapatnam | June 11, 2019 |
| Review of project-related documents | Meghana Putta | June 11, 2019 |
| Discussion of project organizational structure | Keerthi Sree Kukunoor | June 11, 2019 |
| Discussion of project scope, time, and cost goals | Vamsee Krishna Gangapatnam and Gouthami Pasham | June 11, 2019 |
| Discussion on assumptions and dependencies | Himabindu Poshala | June 11, 2019 |
| Requirements gathering | Gangadhar Adusumalli | June 11, 2019 |
| Coming up with technologies | Taraka Raviteja Peddi | June 11, 2019 |
| Preparing a document plan | Gouthami Pasham | June 11, 2019 |

**Date and time of next project team meeting:** June 12, 2019; 10:15 AM