

# SOFTWARE PROJECT MANAGEMENT

## MINUTES OF MEETING : 04

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TEAM NO. : 03

Meeting Date: 29 February 2016

Meeting Time: 10:15 PM

Meeting Location: Hostel Mess

Recorded By: Govind Kumar Meena

### Attendance:

Mounica	Gaurav	Prashant	Yash Soni	Govind	Vinayak
P	P	P	P	P	P

## AGENDA :

To Discuss about some document and to finalize that what functionalities should be include and assingning work to team members.

## DISCUSSION :

We have discussed about feasibility report, test plan, SRS, Risk mgmt and analysis report and Team Norms.

Decide to complete these documents before next lab session because all the functinalities of project has been finalized in previous meeting.

Assingned work to team members:

Prashant-	Feasiblity report
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Yash,Gaurav-	Functional requirements
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Vinayak,Govind,Mounica-	Risk Mgmt and Analysis, and Non-functional requirements
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Deadline for Submission-Tuesday, 8:00PM

Next Meeting : To be decided