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| Meeting Date: | 03-09-2019 | Time: 01:00 AM IST |
| SRM: | Balaji R | Project ID: 1421881 |

**Attendees:**

##### Distribution and Attendee List: (X indicates that the member was present; O indicates absent)

|  |  |  |
| --- | --- | --- |
| **Present?** | **Attendee** | **Company** |
| Yes | Tyler Darwick | KHC |
| Yes | Mike Jones | DXC |
| Yes | Luis Caceres | DXC |
| Yes | James Ventura | DXC |
| Yes | Daniela Morales | DXC |
| Yes | Vikram Singh | DXC |

**Meeting Purpose:**

Introduce key stakeholders and project team members. The meeting will also conduct a high level review of the requirement documents provided by the client when the request was submitted. It is likely that one or two follow-up TRR meetings may be required to ensure that the client and DXC Technology arrive at a shared understanding of the requirements. This phase ends when written Requester approval is received. With the approval on Requirements, DXC Technology can then move on to create a Detailed Quote for client approval.

**Agenda/Minutes**

|  |  |  |
| --- | --- | --- |
| Topic | Duration | Owner |
| Roll Call | 2 minutes | DXC SRM |
| Review Original Request | 20 minutes | DXC/Client |
| Requirements Definition through Q&A | 10 minutes | DXC/Client |

**Annotated Agenda & Minutes:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Original Request Overview | | 10 mins | Client |
| Purpose: | Discuss the purpose and expected outcomes from the original Service Request | | |
| Expectation: | * TRR with the client to discuss the requirements of the project | | |
| Discussion: | * Aldea 1421881 * Tableau application is creating a daily backup and saves it to a file share which consumes the space. * KHC was requesting DXC to derive a different strategy to save the backup data of Tableau application. * DXC confirmed backup of the data is already provided using the Data protector and also suggested to back up the files locally. * As these setup was done initially by the application team. KHC to check on what approach needs to be taken for backing these files and request DXC in case of support. * Aldea to be cancelled as of now and reopened when required. | | |

**Action Items**

| AI | Created | Action item | Assigned | Target date |
| --- | --- | --- | --- | --- |
|  | 03/08/19 | TRR would be scheduled | Balaji R | 03/08/19 |
|  | 03/08/19 | KHC to send email officially to cancel the Aldea | KHC - Tyler | 03/09/19 |