Group 04 – MY Univ – Training Management System

**MINUTES OF MEETING**

**Date: 05-12-2022**

**Agenda**

* **Understanding the requirements**
* **Setting up GitHub and Project**
* **Writing RTM, MOM**
* **Planning schedule**
* **SRS DISCUSSION**

**Action:**

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| **Action** | **Responsibility** | **Planned finished Date** |
| **SRS DISCUSSION** | **Sipra Subhadarsini Biswal** | **EOD** |
| **SRS DISCUSSION,RTM,MOM** | **Kishandeep Swain** | **EOD** |
| **SRS DISCUSSION** | **Lipsarani Sutar** | **EOD** |
| **SRS DISCUSSION** | **Purnashree Parikhita pani** | **EOD** |
| **SRS DISCUSSION** | **Sonali Dalai** | **EOD** |
| **SRS DISCUSSION,RTM Requirements writing** | **Priyanka Priyadarshini** | **EOD** |