**Client Team Meeting**

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| **Project Name:** | Simply Siam Food Ordering System --- Web Application |
| **Purpose:** | To understand the requirements of the project |
| **Day, Date & Time:** | Sunday,3rd September 2017 at 2:15pm |
| **Location of Meeting:** | Simply Siam Restaurant, Maryville MO. |
| **Attendees:** | Shiva Teja Miyapuram  Tarun Kumar Potlapalli |
| **Absentees:** | Akshay Reddy Vontari  Kranthi Kumar Parelly  Bala Krishna Vijayagiri  Sai Nithin Reddy Muppidi |

**Agenda:**

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

**Client Wish List:**

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| **Action Item** | **Assigned To** | **Due Date** |
| Display Menu | Tarun Kumar | 11/12/2017 |
| Create an Online Ordering System | Bala Krishna  Shiva Teja  Kranthi Kumar  Akshay Reddy | 11/15/2017 |

**Date and time of next client meeting:**  Sunday, 24th September 2017 at 2:00pm