**Project Team Meeting**

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| **Project Name:** | Simply Siam Food Ordering System --- Web Application |
| **Purpose:** | Discuss about requirements and assigning tasks to team members |
| **Day, Date & Time:** | Friday,8th September 2017 at 9am |
| **Location of Meeting:** | J.W.Jones Student Union |
| **Attendees:** | Shiva Teja Miyapuram  Tarun Kumar Potlapalli  Akshay Reddy Vontari  Kranthi Kumar Parelly  Bala Krishna Vijayagiri  Sai Nithin Reddy Muppidi |

**Agenda:**

* Introductions of attendees
* Background of project
* Review of project-related documents (i.e. 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 meeting

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| **Action Item** | **Assigned To** | **Due Date** |
| Project Charter | Akshay Reddy Vontari | 9/16/2017 |
| Task Scheduling | Kranthi Kumar Parelly | 9/16/2017 |

**Date and time of next project team meeting:**  Friday, 15th Sept 2017 at 9am