

Minutes of Meeting

Team Name: PRAM-ITC205

Date: 29/07/2021 **Time:** 8:30pm-9:30pm **Meeting Method:** Online via Zoom meeting

Members Present

Priya Pokharel - Executive team leader

Rosy Dhakal - Senior team leader

Adhiyant Verma -Vice team leader

Mahendra Subedi -Assistant team leader

Meeting Agenda

- 1.Finalization of tasks allocation and collaboration within team.
- 2.Understanding each member soft and professional skills & Personality, collaboration and cooperation for each other within team.
- 3.Creation of Version control and repository for team.

Meeting Notes / Issue logs

- 1.The team meet at 8:30pm on Thursday, 29 July 2021 as a formal & usual meet up for better personal and professional connection. All the members from team have shared own soft and professional technical skills and committed for successful completion of the subject within group collaboration and cooperation.
- 2.Finalization of task allocation for each member have been done as per previous meeting decision.
3. Creation of Version control and repository for team with presence of all team members and also have shared draft assessment within team for better collaboration.

Prepared by; Mahendra Subedi

Verified by; Priya Pokharel

Person Responsible: All members from Team

Completion Date: 29/07/2021

Meeting Evaluation: The agenda of meeting have been clearly discussed and solved within mutual understanding of all members from team for better connection and evaluation development.