

## Minutes of Meeting

**Team Name:** PRAM-ITC205

**Date:** 22/07/2021      **Time:** 8:00pm-9:00pm

**Meeting Method:** Online 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. Introduction of each members / Team formation
2. Organize a schedule of weekly meetings

### Meeting Notes / Issue logs

1. The team meet at 8:00pm on Thursday, 22 July 2021 as a formal meet up and have introduced us within team to get know each other.
2. All the members from team have decided to organize a schedule of weekly meetings as per our availability and flexibility as  
Tuesday- 8:00 am-10:00am  
Thursday- 8:00pm-10:00pm every week.
3. Creation of Group name for long lasting understanding within mutual consideration of all members from group and have created group wiki name as "PRAM-ITC205" based on first letter of each member name from group.
4. The team have discussed and decided to communicate via WhatsApp group and email, and personal contact as well. For reference, the lists off members and details from PRAM -ITC205 group is

Priya Pokharel	<a href="mailto:Priya.pokharel2015@gmail.com">Priya.pokharel2015@gmail.com</a>	0466065955
Rosy Dhakal	<a href="mailto:Rosydhakal019@gmail.com">Rosydhakal019@gmail.com</a>	0452633390
Adhiyant Verma	<a href="mailto:Adhiyantverma1999@gmail.com">Adhiyantverma1999@gmail.com</a>	0413611147
Mahendra Subedi	<a href="mailto:Msubedi090@gmail.com">Msubedi090@gmail.com</a>	0424806662

**Prepared by;** Mahendra Subedi

**Verified by;** Priya Pokharel

**Person Responsible:** All members from Team

**Completion Date:** 22/07/2021

**Meeting Evaluation:** The agenda of meeting have been clearly discussed and solved within mutual understanding of all team members.