

Minutes of Meeting

Team Name: PRAM-ITC205

Date: 05/08/2021 **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.Personal and very professional connection & development
- 2.Finalizing assessment-1tasks and sharing innovative and creative ideas and perspectives
- 3.Preparation for assessment-2 and further progress track

Meeting Notes / Issue logs

- 1.The team meet at 8:30pm on Thursday, 5 August 2021 as a formal & very usual meet up for better personal and very professional connection & development. All the members from team have shared own innovative ideas and perspectives accordingly subject plans and goals.
2. All the members from team have finalized assessment-1 tasks through very professional preview and review process and very professional evaluation criteria.
3. Task allocation for assessment-2 have been forwarded and allocated within team members just for iteration plan and other tasks will be decided on next meeting. For reference, the allocated task for assessment-2 is,

Priya Pokharel - Iteration plan-2

Rosy Dhakal-Iteration plan-3

Adhiyant Verma / Mahendra Subedi- Assisting both executive and senior team leader for successful completion of iteration plan and tasks.

New Issue logs

- 1.The team have issued some misunderstanding of iteration plan and trust issues for the completion of assigned tasks which is under solving process within mutual understanding of all members from team.

Prepared by; Mahendra Subedi

Verified by; Priya Pokharel

Person Responsible: All members from Team

Completion Date: 05/08/2021

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.