***MOM-1***

**Meeting Information**

**Objective**: To make a set of customers understand our idea and understand their expectations.

**Communication Medium**: Hindi/English

**Date**: October 15,2016

**Time**: 7:00 p.m.

**Location**: CR 102

**Meeting Duration**: 20 minutes

**Attendees**:

* Sinjini Mitra (CEO Stud Cops)
* Ronak Jain (Btech. 3rd year CSE student)
* Saurav Singh(Btech. 3rd year CS student)

**Meeting type**: In person

**Agenda Items**

1. Explain the customers about the working, application and the key features of our product.
2. Ask them how much they have understood and their expectations.
3. To get a clear understanding of what has to be delivered.

**Decisions**

1. Agreed on the deliverables, that is, what exactly our customers want. We will be building a an android application whose main purpose will be to teach and guide the users to understand and setup their business profiles on social media platforms and also provide the service to manage their social media platforms on contractual basis.
2. Schedule the activities.
3. Regular meetings will be held to keep a check on our progress.

**Due Date**

October 22, 2016 *to* October 24, 2016

***MOM-2***

**Meeting Information**

**Objective**: To show the customers our software (built till today) and to verify if we are moving down the correct path in order to fulfill their expectations.

**Communication Medium**: Hindi/English

**Date**: October 25,2016

**Time**: 5:00 p.m.

**Location**: LT 101

**Meeting Duration**: 30 minutes

**Attendees**:

* Sinjini Mitra (CEO Stud Cops)
* Ronak Jain (Btech. 3rd year CSE student)
* Saurav Singh(Btech. 3rd year CSE student)
* Chahat Suri (Btech. 3rd year BioTech student)
* Sayesh Bhasin (Btech. 2nd year BioTech student)

**Meeting type**: In person

**Agenda Items**

1. To demonstrate the working of the basic layout.
2. Answer their doubts, queries.
3. Ask them to use it themselves and tell us, if any modifications are required.
4. Tell them about our next course of action.

**Decisions**

1. Agreed to the changes what have to be done in future
2. Regular meetings to keep a check on our progress.
3. Customers seemed to be satisfied with our current progress.

**Due Date**

November 8, 2016 *to* November 10, 2016

***MOM-3***

**Meeting Information**

**Objective**: To show the customers the final demo of our software and take their feedback.

**Communication Medium**: Hindi/English

**Date**: November 18,2016

**Time**: 4:00 p.m.

**Location**: CR 102

**Meeting Duration**: 1 hour

**Attendees**:

* Sinjini Mitra (CEO Stud Cops)
* Ronak Jain (Btech. 3rd year CSE student)
* Saurav Singh(Btech. 3rd year CSE student)
* Chahat Suri (Btech. 3rd year BioTech student)
* Sayesh Bhasin (Btech. 2nd year BioTech student)

**Meeting type**: In person.

**Agenda Items**

1. To show the final demo of our software to the customers and make them try it themselves.
2. To ask them if they are satisfied with our software, that is, if they find it useful or not.
3. To ask them if they want some feature/features to be modified or added.
4. Have a detailed discussion about the application and it’s functionalities and the future aspects of this app.

**Decisions**

1. The customers seem to be satisfied with the product.
2. Hosting the data from online servers have been decided upon for the future aspects.
3. Feedback forms have been circulated to the customers.