**MINUTES OF MEETING**

**FOR EXAM CELL SYSTEM**

Prepared By:

Taniya Chaturvedi

Padegal Pranavi

Vineel Reddy

Rm.Rama Chidambaram

Sai Krishna Revanth

Meeting the customer for knowing the software requirements and then eventually knowing about their feedback is an essential part while creating software.

Meeting 1:

The first meeting with our customers ie the exam cell head gurinder bhardwaj sir and dean academics head parimal mandke ma'am was an hour long session wherein we were briefed about how the system is presently running in our college and how they want it to function in the future. The problems that were being faced were told and we were asked to create a software accordingly.

After the meeting we created a plan as to how to carry on with the project and assigned works to all the individuals in the team.

Meeting 2:

The second meeting was with the exam department head wherein we were briefed as to exactly what was needed by our customers. Deadlines for various works were assigned and we were told how we should proceed. Before completing the software we were asked to show a prototype to the customer and other details regarding how the functions should work were discussed in this meeting.

After the meeting we decided to start working on the project right away. So as was told to us we all took one-one department of the college and started asking them as to what would be more convenient to them and taking their feedbacks. After taking all the feedbacks we went on with the software.

Meeting 3:

We had an official presentation to give which was attended by our customers. The meeting started with giving a brief description about what all we have done and how we are proceeding with the software. Some of the requirements that we were unable to meet due to the time constrains were told to them and it was followed by their valuable inputs as to how this could be made better. The prototype of the model was shown to them and they were explained how we have planned each section of the software.

After the meeting we wrote down all the inputs that we got and started working on changing them and creating a more useful portal for the exam cell which would be beneficial for them as well as for the students and faculty members.