Meeting 1:

**Objective**: To know about the basic requirements of our customers and to know the present functioning of that system.

**Communication Medium**: English/Hindi

**Time**: 12:30 PM Location: Parimal Ma'am Cabin Duration : 45 minutes

**Attendees**:

* Taniya
* Pranavi
* Revanth
* Rama
* Vineel

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.

**Decisions**:

1. 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.

2. A flow diagram as to the working of the system was prepared.