Meeting 2:

**Objective**: To fix the deadlines and clear the doubts regarding the needs of our customer.

**Communication Medium**: English/Hindi

**Time**: 5:30 PM Location: Gurinder Sir's Cabin Duration : 45 minutes

**Attendees**:

* Taniya
* Pranavi
* Revanth
* Rama
* Vineel

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.

**Decisions:**

1. 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.

2. After taking all the feedbacks we went on with the software.