**Client Team Meeting**

|  |  |
| --- | --- |
| **Project Name:** | Smart Inventory - Android |
| **Purpose:** | To discuss the purpose, scope of the project and to identify the main requirements and functionalities of the project. |
| **Day, Date & Time:** | 8/29/2018 |
| **Location of Meeting:** | Colden Hall, Rom 1350 |
| **Attendees:** | Dr. Zhengrui Qin (Client)  Rakesh Varma Nadakudhiti  Snohitha Rakashi  Lokeswari Pittu  Nilantha Dambadeni Kalu Achchillage  Shivani Busireddy  Niharika Gundala  Karthik Raja Vemula |
| **Absentees:** | None |
|  |  |

**Agenda:**

* Introductions of attendees
* Background of project
* Discussion of project scope, time, and cost goals
* Discussion of other important topics

**Client Wish List:**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Assigned To** | **Due Date** |
| Get an idea of the project | All |  |
|  |  |  |
|  |  |  |

**Date and time of next client meeting:**

September 5, 2018

Colden Hall, Room 1350.