**Project Team Meeting**

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| **Project Name:** | **Smart Inventory - Android** |
| **Purpose:** | Discuss the progress and issues of last week. Make plan for next week. |
| **Day, Date & Time:** | 11/12/2018 @ 8.30am |
| **Location of Meeting:** | Colden Hall, Room 1350 |
| **Attendees:** | Rakesh Varma Nadakudhiti  Snohitha Rakashi  Lokeswari Pittu  Nilantha Dambadeni Kalu Achchillage  Shivani Busireddy  Niharika Gundala  Karthik Raja Vemula |
| **Absentees:** | none |
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**Agenda:**

* Discuss and review the previous week accomplishments and issues.
* Discuss the plan for testing, error reporting and correcting methods
* Discuss about technical and user documentation preparation
* Plan for next week work.

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| **Action Item** | **Assigned To** | **Due Date** |
| Keep working on android activities and functionalities. | All |  |
| Update repository frequently as members working on activities and functionalities. | All |  |
| Perform testing on login, sign up and password recovery functionalities. | All | 11/19/2018 |
| Prepare the Technical Manual | All | 11/19/2018 |

**Date and time of next project team meeting:**

November 14, 2018

Colden Hall, Room 1350.