**Project Team Meeting**

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| **Project Name:** | **Smart Inventory - Android** |
| **Purpose:** | Get to know the team members and Identify the rolls and responsibilities of each team member. Identify the scope of the project. |
| **Day, Date & Time:** | 08/31/2018 |
| **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:**

* Introductions of attendees
* Background of project
* Review of project-related documents (i.e. business case, project charter)
* Discussion of project organizational structure
* Discussion of project scope, time, and cost goals
* Discussion of other important topics
* List of action items from meeting

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| **Action Item** | **Assigned To** | **Due Date** |
| Prepare the documents for the week | All |  |
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**Date and time of next project team meeting:**

September 07, 2018

Colden Hall, Room 1350.