**Project Team Meeting**

|  |  |
| --- | --- |
| **Project Name:** | **Smart Inventory - Android** |
| **Purpose:** | Discuss the progress and issues of last week. Make plan for next week. |
| **Day, Date & Time:** | 03/18/2019 @9.00am |
| **Location of Meeting:** | Colden Hall, Room 1750 |
| **Attendees:** | Rakesh Varma Nadakudhiti  Snohitha Rakashi  Lokeswari Pittu  Nilantha Dambadeni Kalu Achchillage  Shivani Busireddy  Niharika Gundala  Karthik Raja Vemula |
| **Absentees:** | None |
|  |  |

**Agenda:**

* Review the work on last two weeks
* Discuss and plan for next week
* Discuss any issues and suggestions.

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Assigned To** | **Due Date** |
| Discuss the each team members work and progress |  |  |
| Discuss any difficulties or issues in development process |  |  |
| Discuss any suggestions and thoughts |  |  |
|  |  |  |

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

April 01, 2019

Colden Hall, Room 1750.