***Project of the group SHILLONG***

**Meeting Minutes**

Meeting Date: 04/07/2022

Meeting Location: zoom Meet

Meet by:Nitin Suryawanshi

1. **Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Organization** | **Present** |
| Nitin Suryawanshi | Scrum Master | Bytes Softtech | Y |
| Akshay Jadhav | Project Manager | Bytes Softtech | Y |
| Rajat | Team Leader/Network Engineer | Bytes Softtech | Y |
| Aditya Divekar | Tester + Quality Assurance | Bytes Softtech | A |
| Mankar Sanket Sunil | Designer/Database | Bytes Softtech | Y |

1. **Meeting Location**

Zoom Meet

1. **Meeting Start**

Meeting Schedule Start: 9:00 pm

Meeting Actual Start: 9:05 pm

Meeting Scribe:  Nitin Suryawanshi

1. **Agenda**

Finalizing the Project Title.

**5.Outcome Of Meeting**

* Finalized The Project Title.

1. **Meeting End**

Meeting Schedule End: 9:30pm

Meeting Actual End: 9:40pm

1. **Decisions Made**

* Finalizing The Project Synopsis.

1. **AGENDA OF NEXT MEETING**

* Finalize The Project Synopsis
* More Research for The Project

**9. NEXT METTING**

**10/07/2022 ,SUNDAY.**

**10.** **LEARNING OUTCOME**

* Scrum Meeting
* Technology
* Zoom
* Confidence
* Behaviour
* Process

**11.** **CHALLENGES**

* Team Working
* Synopsis Making
* Confidence
* Communication

Nitin Suryawanshi Ajit Vishwakarma

**Scrum Master** **Product Owner**