

# Minutes of Meeting

April 1, 2024

## Meeting Details

**Date:** Monday 1st April,2024

**Time:** 4:30 PM

**Mode:** Offline

## Created By

Pratham Omkar Pattanayak

## Attendees

- Dr. Raghu Reddy
- Pratham Omkar Pattanayak
- Kotekal Methukula Santhosh
- Kulkarni Aditya Shirish
- Kalsariya Vikaskumar Manusukhbhai
- Divya Prakash Yadav

## Agenda

1. Discussion about the project requirements
2. Surveying existing conference management systems

## Next Steps

### SRS Creation

Prepare the Software Requirements Specification before the next meet

### Look for Existing Systems and find patterns

Go through some conference registration systems and find the common features in them.

## Next Meeting

**Date:** 1st April 2024

**Time:** 11:00 AM

**Mode:** Offline