| C:\Users\vc0214\Downloads\b71e7cf2-d2c5-4ed6-9b90-81252bbd04ef.jfif | Minutes of Meeting |
| --- | --- |

# Call to order

|  |  |
| --- | --- |
| DATE: | Tuesday, Sep 30, 2018 |
| TIME: | 10:45 AM |
| LOCATION: | DP D215 |

* Meeting to discuss
  + Project risk analysis.
  + Roles and responsibilities identification.
* Attendee Names
  + Vikas, Sai Krishna, Revanth, Siri, Sai Teja.
* Attendees not present
  + -

# MOM Points

* Identified various risks in the project and have noted.
* Discussed on the measures to overcome the risks identified.
* Identified team roles and responsibilities.

# Action Plan

|  |  |  |  |
| --- | --- | --- | --- |
| S. No | Action items | Owner(s) | Deadline |
| 1 | Complete team deliverable 1 documents | Vikas, Sai Krishna, Revanth, Siri, Sai Teja | 9/12/2018 |

# Announcements

* By this MOM, we are successful in identifying various risk involved in the project and its counter measures.