

# Meeting Minutes

Subject			
Routine Group Meeting			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> <li>27<sup>th</sup> March 2022, 10:30 AM -12:30 PM (2 hrs)</li> <li>Online</li> </ul>			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> <li>Arora Srishti (Project Manager)</li> <li>Surawar Sanath (Front-End Developer)</li> <li>Rajagopal Iyer (Back-End Developer)</li> <li>Pandey Pratyush Kumar (Lead Developer)</li> <li>Acharya Atul (QA Manager)</li> <li>Tayal Aks (QA Engineer)</li> <li>Agarwal Gopal (Release Manager)</li> </ul>		<ul style="list-style-type: none"> <li>N/A</li> </ul>	
Chaired by			Arora Srishti
Last meeting minutes have been reviewed			Yes
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Presentation Slides	The presentation was broken down to individual components and each team member took a portion to work on	Divided the work and assigned to team members	Team  Deadline: 29 <sup>th</sup> March 2022
The next meeting will be held			2 <sup>nd</sup> April 2022, 10:30 AM - 12:30 PM
This minutes have been agreed by all attendees			Arora Srishti