**Client Team Meeting**

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| **Project Name:** | Freebies for Newbies |
| **Purpose:** | To helps International Students, get access to all the events (cultural, sports and food) that are free of cost, find nearby free stuff. |
| **Day, Date & Time:** | Friday, September 02, 2022, 09:00 AM CST |
| **Location of Meeting:** | CH3600 |
| **Attendees:** | Jaichand Mulakalapalli, Adithya Krishna Raavi, Saibabu Devarapalli, Manoj Kumar Gude, Harish Chowdary Bala |
| **Absentees:** | None |
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**Agenda:**

* Introductions of attendees
* Background of project
* Discussion of other important topics

**Client Wish List:**

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| **Action Item** | **Assigned To** | **Due Date** |
| UI/UX Design specification | Adithya Krishna Raavi, Manoj Kumar Gude | September 01, 2022 |
| Backend specifications | Saibabu Devarapalli, Harish Chowdary Bala | September 01, 2022 |
| Project Presentation Document | Jaichand Mulakalapalli | September 01, 2022 |

**Date and time of next client meeting:** September 09, 2022