**Project 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, October 28, 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
* Review of project-related documents (i.e. business case, project charter)
* Discussion of project organizational structure
* Discussion of project scope, time, and cost goals
* Discussion of other important topics
* List of action items from meeting

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| **Action Item** | **Assigned To** | **Due Date** |
| Add Date and Time Picker for Date fields in Event Home Activity. Create 2 new activities View and Update activity to handle the CRUD operations | Adithya Krishna Raavi, Manoj Kumar Gude | October 27, 2022 |
| Backend code for Event page and create event page | Jaichand Mulakalapalli, Saibabu Devarapalli | October 27, 2022 |
| Build Queries for backend developer to parse data from Back4App | Harish Chowdary Bala | October 27, 2022 |

**Date and time of next project team meeting:** November 2, 2022, 09:00 AM CST