**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:** | Wednesday, August 26, 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** |
| Proposing new ideas | All | August 25, 2022 |
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**Date and time of next project team meeting:** August 29, 2022, 09:00 AM CST