

Minutes of Meeting(MOM)

Institute Name : Indian Institute of Information Technology Vadodara

Purpose of the meeting : To decide and discuss the topic of our project

Date : 9th February ,2016

Time : 11:00 – 11:50 am

Venue : Near Room 9106

Type : Stand up Meeting

Meeting called by : Jishnu

Meeting attendees : Jishnu, Shambhavi, Vivek, Hemant, Pawan, Vikash

Agenda Items

Time Alloted

- | | |
|---|-------------------|
| 1)Project Topic : Software Project Management Tool
Web Development using PHP, HTML, JavaScript, CSS, Bootstrap | 11:00 – 11:15 am |
| 2)Setting of norms to be followed during entire project development period | 11:15 – 11: 35 am |
| 3)Identifying skillsets of team members | 11:35 – 11:50 am |