

Minutes of Meeting

Attendees : Karthikeya Sarma, Amit Kumar, Soumita Raychaudhuri, Roopam Kumari

Date and Venue : 30-10-2023, Virtual Meeting(Teams)

Sl No	Pointers of Discussion	Suggested Solutions	Action	Status	Deadline
1	Proposed title alteration	To change the title and points of current strategy and implementation	Rephrased the title to “ Present approach” and recorrected points.	Open	02.11.2023
2	Goal and Objective	To alter the goal of the Returns Reduction Project	The objectives of the mentioned suggestions has been changed	Open	02.11.2023
3	Need to add flowchart for the requirements.	To add two flowcharts with respect to the admin and the user for retail store inventory.	The admin and user flowcharts has been added for retail store inventory.	Open	02.11.2023
4	Roles and Responsibilities	To have an over all discussion with the team about the implementation of the product	A Teams meeting was held for in-detail discussions about the approach towards the product.	Open	02.11.2023