**Date:** 20 February, 2016

**Day:** Saturday

**Time:** 13:30 hours

**Venue:** Project Lab 105

**Duration of meeting:** 2.5 hours

**Abstract of discussion:**

We had a long meeting where we decided that instead of going back to our respective rooms and working on the requirement traceability matrix, we will finish it then and there. While we were working we realised that we had forgotten to send the interview analysis to the client for review. We immediately sent him a mail asking him to have a look and reply back with any changes he wished to be made. The client replied saying no changes were necessary and we could proceed with our work. After this we started working on the project plan. Each person was assigned sections to write in the project plan. We decided the tentative deadlines for each deliverable and assigned responsibilities to each group member. We dispersed and started working on the project plan.

Later also met our TA mentor after dinner and asked her to review all our documents for the mid-semester examination to be held on 22 February. She went through the documents and recommended a few changes that we could make. Also, we were advised to get a formal approval for the SRS from the client. We decided we would do that the next day since it would be impolite to send an email so late.

**Absentees-** Raman Douchaniya, Nikita Jain (Unavailable for the 2nd meeting of the day with TA mentor)