**Client Meeting Minutes I**

**Link:** [Client Meeting Minutes I · Tejaswireddyallam/GDPFall2024-Group2 Wiki](https://github.com/Tejaswireddyallam/GDPFall2024-Group2/wiki/Client-Meeting-Minutes-I)

This page will have the Client Meeting Minutes 1 happened on 09/04/2024  
**1. Who was present  
Client :** Dr.Mark Chai  
**Team :**  
Tejaswi Allam  
Keerthi Kamidi  
Nikitha Sri Garapati  
Asha Noorbasha  
Tirumala Arikatla

**2. Meeting agenda**We presented the Requirements Engineering document and had a discussion on the topic. Last week, our team completed an analysis covering what Requirements Engineering entails, its activities, functional and non-functional requirements, role assignments, project artifacts, and the key aspects to consider when interacting with clients.

**3. Specific questions asked (and who asked them)**  
**Client :** Asked about the References pattern and citations?  
**Client :** Asked about each members roles in the project. Who will be part of which roles?  
**Tejaswi:** Asked about creation of wiki pages, and what contents needs to be added in home page?  
**Team members:** Asked about brief explantion how to document Problem statement and project charter?

**4. Specific answers given (and who gave them)**The below are answers given for above questions in order.  
**Answer (Tejaswi and Keerthi)** : We told the references where we got from and few URLs which we need to specify about authors, page numbers, publisher name, Titles and any conferences.  
**Answer (Team Members)** : Team members told to client about their roles and responsibilities in the project and their contributions in documentation.  
**Answer (Client)** : Client given a demo on how to create wiki pages and shown us what links we need to include in home pages. **Answer(Client)** : Client gave what we need to include in project charter and explained briefly what we need to include in problem statement document.

**5. Action items: what have you decided you will show the client in your next meeting**

* We decided to give correct references format in the Requirements Engineering Document.
* We decided to create Project Repository and wiki pages for our project documentation
* We decided to discuss about problem statement and project charter
* We decided to document everything as wiki pages in created project repository

**6. When is the next meeting (no more than two weeks away)**It is expected to be on 09/09/2024 or 09/11/2024.