Meeting

Date: 25/07/2018

Participants:

- Supervisor - Asef Nazari
- Team Lead - Akhil Peddineni
- Product owner - Tharini Hasara Manawadu De Silva
- Designer - Sushma Devabattini
- Frontend Developer1 - Modi Parth Dinesh
- Frontend Developer2 - Kunal Dhariwal
- Backend Developer - Predit Regmi

Agenda:

- Point of Discussion 1: Setting up communication channels.
- Point of Discussion 2: Client requirement for commencing meeting.
- Point of Discussion 3: Proper Scheduling of time and Slots for upcoming meetings.
- Point of Discussion 4: Discuss about the content of the Project Proposal.

Minutes:

- Discussed about communication channels.
- Discussed about the types of data that can be used.
- Discussed points that have to be addressed in client meeting.
    - Preferred data types
    - Requirements of the project
    - Speciation
    - Feature that should include into the Project
    - Final Deliverables
- Next meeting will be held according to the situation and necessity.

Decisions:

Decision Item	Decision	Decision Maker
Data	What type of data we will use in web application	Supervisor and Client

Action Items:

Task	Assignee	Deadline
Add group members, unit chair and supervisor in Trello.	Everyone in the group	30th July 2018
Up skilling	Everyone in the group	Till week 4