**Client Team Meeting**

**1st Client Meeting:**

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| --- | --- |
| **Project Name:** | Student Attendance Tracking |
| **Team Name:** | Code Green |
| **Purpose:** | Introduction to project |
| **Day & Date:** | Tuesday,06/13/2017 |
| **Location of Meeting:** | CH-3600 |
| **Attendees:** | Sirisha Vanamali, Rohith Babu Sadhu, Sri Sai Ram Kumar Mamidala, Vipul Reddy Madadi, Vamsi Devella, Subba Reddy Potireddy, Shankar Rao Vallapurapu |
| **Absentees:** | None |

**Agenda:**

· Know the overview of the project.

· Know the basic requirements for the project.

· Discuss on how the roles are to be divided.

**Action List:**

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| **S.No** | **Action Item** | **Assigned To** | **Due Date** |
| 1 | Document the problem statement | Rohith Babu, Sadhu | Friday 16 |
| 2 | Deciding on roles and responsibilities | Sirisha Vanamali | Friday 16 |
| 3 | Creating Github Repository and trello dashboard | Vamsi Devalla | Friday 16 |

**2nd Client Meeting:**

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| **Project Name:** | Student Attendance Tracking |
| **Team Name:** | Code Green |
| **Purpose:** | Introduction to project |
| **Day, Date & Time:** | Thursday,06/15/2017 |
| **Location of Meeting:** | CH-3600 |
| **Attendees:** | Sirisha Vanamali, Rohith Babu Sadhu, Sri Sai Ram Kumar Mamidala, Vipul Reddy Madadi, Vamsi Devella, Subba Reddy Potireddy, Shankar Rao Vallapurapu |
| **Absentees:** | None |

**Agenda:**

· Discuss different approaches in finding the better solution with the client.

· Discuss the authentication techniques to be provided in the project.

**Action List:**

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| **S.No** | **Action Item** | **Assigned To** | **Due Date** |
| 1 | Pros and Cons of the approaches | Sri Sai Ram Kumar Mamidala, Rohith Babu Sadhu | Saturday 17 |
| 2 | Gathering requirements related to QR code scanner. | Shankar Rao Vallapurapu, Vipul Reddy Madadi | Sunday 18 |
| 3 | Document the weekly updates | Sirisha Vanamali | Friday 16 |

**3rd Client Meeting:**

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| **Project Name:** | Student Attendance Tracking |
| **Team Name:** | Code Green |
| **Purpose:** | Introduction to project |
| **Day, Date & Time:** | Monday,06/19/2017 |
| **Location of Meeting:** | CH-3600 |
| **Attendees:** | Sirisha Vanamali, Rohith Babu Sadhu, Sri Sai Ram Kumar Mamidala, Vipul Reddy Madadi, Vamsi Devella, Subba Reddy Potireddy, Shankar Rao Vallapurapu |
| **Absentees:** | None |

**Agenda:**

· To discuss pros and cons of three solutions that we finalized and sort out the best among them by discussing with the client.

· To discuss on how to gather the requirements and how to start the use cases and requirement document.

· To discuss on what platform the project to be implemented.

**Action List:**

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| **S.No** | **Action Item** | **Assigned To** | **Due Date** |
| 1 | Requirements gathering for User Credentials | Vamsi Devalla | Thursday 22 |
| 2 | Database solution to work with both Mobile and Standalone application. | Sri Sai Ram Kumar Mamidala, Shankar Rao | Friday 23 |
| 3 | System Requirements | Subba Reddy, Vipul Reddy | Friday 23 |

**4th Client Meeting:**

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| **Project Name:** | Student Attendance Tracking |
| **Team Name:** | Code Green |
| **Purpose:** | Introduction to project |
| **Day, Date & Time:** | Tuesday,06/20/2017 |
| **Location of Meeting:** | CH-3600 |
| **Attendees:** | Sirisha Vanamali, Rohith Babu Sadhu, Sri Sai Ram Kumar Mamidala, Vipul Reddy Madadi, Vamsi Devella, Subba Reddy Potireddy, Shankar Rao Vallapurapu |
| **Absentees:** | None |

**Agenda:**

· To discuss about the different modules of the project (student, instructor and admin).

· To discuss on what platforms to be implemented for student, instructor and admin modules.

**Action List:**

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| **S.No** | **Action Item** | **Assigned To** | **Due Date** |
| 1 | Draw the use case for Student module | Rohith Babu sadhu and Sirisha Vanamali | Friday 23 |
| 2 | Draw the use case for Instructor module | Sai Ram Kumar Mamidala | Friday 23 |
| 3 | Draw the use case for Instructor module | Vamsi Devella | Friday 23 |
| 4 | Documenting the weekly updates | Sirisha Vanamali | Friday 23 |

**5th Client Meeting:**

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| --- | --- |
| **Project Name:** | Student Attendance Tracking |
| **Team Name:** | Code Green |
| **Purpose:** | Introduction to project |
| **Day & Date:** | Monday,06/26/2017 |
| **Location of Meeting:** | CH-3600 |
| **Attendees:** | Sirisha Vanamali, Rohith Babu Sadhu, Sri Sai Ram Kumar Mamidala, Vipul Reddy Madadi, Vamsi Devalla, Subba Reddy Potireddy, Shankar Rao Vallapurapu |
| **Absentees:** | None |

**Agenda:**

· Show the use cases and modify according to the needs of the client.

· Discuss on what additional features to be implemented.

**Action List:**

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| **S.No** | **Action Item** | **Assigned To** | **Due Date** |
| 1 | Modify the use cases | Rohit Babu Sadhu | Tuesday 27 |
| 2 | Gather the data for the additional features mentioned by the client | Subba reddy Pothireddy | Wednesday 28 |