**Project Team Meeting**

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| **Project Name:** | Bright Light |
| **Purpose:** | The project intends to offer book buyers and sellers a practical and simple-to-use platform with features including a safe payment mechanism, book suggestions, and user reviews. Users can also set up accounts, save favorite books, and sign up for alerts about new book listings or price changes using the system. |
| **Day, Date & Time:** | Thursday, 5/11/2022, 12.00PM |
| **Location of Meeting:** | Colden Hall 3300 |
| **Attendees:** | Ramadevi Redrouthu  Adi Lakshmi Meesala  Naveen Kumar Maddipati  Vineetha Ravuri  Vinesh Reddy Palla  Akhila Mitta |
| **Absentees:** | None |

**Agenda:**

* Scope, time, and Cost goals
* Introductions of attendees
* Background of project
* Review of project-related documents (i.e., business case, project charter)
* Discussion of project organizational structure
* Discussion of project scope, time, and cost goals
* Discussion of other important topics
* List of action items from meeting

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| **Action Item** | **Assigned To** | **Due Date** |
| We have collected All functional and Non-Functional Requirements and prepared Documentation. | All Team Members | 05/12/2023 |

**Date and time of next project team meeting: May 15th, 2023.**