**Project Team Meeting**

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| **Project Name:** | Bright Light |
| **Purpose:** | The purpose of a Library Management System (LMS) is to automate and manage the various tasks and activities of a library. |
| **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.**