

Minutes Of Meeting (Hire Truck)

- Tasks (T) - has an Owner and a deadline
- Decisions (D)-decisions made by the team and the client
- Information (I) - everything else of interest
- Date: 22-04-23
- Time: 1:00pm
- Topic: Release 2 discussions
- Attendees(Team Members):Swayam Agarwal,Vrinda Agarwal,Mitansh Kathyawal

This meet is majorly focused on the team displaying the final product to the client. The client reviewed the product and found it meeting all the requirements as mentioned in the SRS doc.

Type	Description	Owner	Deadline
T	Creating a doc containing all the requirements mentioned by the client and how many the team has fulfilled.	Team	1 day
D	Project Completion email to be sent to the team.	Client	Before R2